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# Organization of the Government of Canada 1978/79



Government  
of Canada

Gouvernement  
du Canada



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# Organization of the Government of Canada 1978/79

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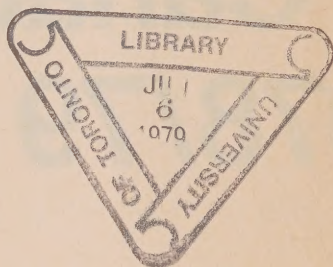
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# Introduction

The *Organization of the Government of Canada* (in French, *L'Administration fédérale du Canada*) is a reference manual describing federal departments and agencies.

The book is divided into three major sections: Legislature, Judiciary and Executive. To make it easier for the reader to follow, the same format has been used for each department and agency. The data are effective as of late spring or summer 1978. The individual department or agency can be contacted directly for additional information.

This manual includes descriptions of government departments and agencies that are listed in the *Financial Administration Act*, the Blue Book (Estimates), and the *Public Service Staff Relations Act*, in addition, other agencies of interest are also described.

Legal titles have been used in identifying the organizations. These titles differ from applied titles which federal organizations are required to adopt in both official languages for the purposes of the Federal Identity Program. This Program is managed by the Treasury Board Secretariat.

The organization charts have been supplied by either the department or the charts section within the Treasury Board Secretariat. In some cases, a reorganization was taking place within a department or agency and a chart was unavailable. The legal advisors shown on many charts are secondments from the Department of Justice. The reader will also note numbers within boxes on some of the charts; if there is more than one position for a particular duty, the number of positions is shown.

The Minister responsible for the department or agency is mentioned; however, the names and precedence of the Cabinet Ministers are listed under the Privy Council section. A distinction should be drawn between two types of Ministers of State whose responsibilities are described in this volume. Some Ministers of State (Urban Affairs and Science and Technology) head separate Ministries of State. All other Ministers of State who held office as of the summer of 1978 were appointed to assist some other Minister or to carry out certain of his responsibilities. Such Ministers of State do not head separate departments or ministries, although they may be assigned or delegated significant powers, duties and functions of the Minister responsible for the department to which they are attached.

The expiry date of an appointment to a Board or Commission is given in brackets after the person's name.

Abbreviations and definitions can be found in the appendices.

All comments and inquiries relating to the *Organization of the Government of Canada* should be addressed to:

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# The Legislature — Introduction

The Legislature of the Canadian government is the Parliament of Canada. It consists of the elected House of Commons, the appointed Senate, and the Sovereign, represented by the Governor General. The general legislative powers of Parliament are defined in Section 91 of the *British North America Act, 1867*, as amended. There must be a session of Parliament at least every 12 months.

## Parliamentary System

Although Canada's written constitution is silent about many of the details, constitutional practice has defined Canadian government procedures. Political parties are the mainspring of the Canadian parliamentary system and the Government is formed by the Leader of the political party able to command the support of a majority in the House of Commons. The Leader becomes the Prime Minister and selects ministers to form his Government, usually from the ranks of his supporters in Parliament. Together they form the Cabinet and are responsible for formulating and implementing policies for governing the country. The Government also is responsible for preparing legislation and guiding it through Parliament. In order to remain in office, the Cabinet must be able to command the support of a majority of the Members of the House of Commons on an issue of confidence.

## The Opposition

Those Members of Parliament who sit in opposition to the Government are responsible for questioning and criticizing Government policies and actions. They also suggest alternative proposals to Government policies. As the possible alternative Government, they stand ready with policies and programs formulated, to put forward their leaders and to form the Government at the request of the Governor General.

## The Legislative Process

In the words of the British legal scholar Sir William Anson: "The most prominent if not the most important function of Parliament is legislation . . ." The acts or statutes adopted by Parliament in the exercise of its legislative powers are originally introduced as bills and may originate in either the Senate or the House of Commons; however, bills which appropriate any part of the public revenue or impose any tax must originate in the House of Commons. Private bills usually originate in the Senate, but it is not uncommon for them to originate in the House. All bills must be read three separate times in each House, be adopted by both Houses, and receive Royal assent in order to become law.

## The Sovereign

Her Majesty, Queen Elizabeth II

The Sovereign, the person on whom the Crown is conferred, symbolizes Canada's status as a constitutional monarchy, the Canadian form of responsible government. Parliament is composed of the Crown, the Senate and the House of Commons. Formal executive power in Canada is thus vested in The Queen. Her Majesty's powers and authorities are delegated to the Governor General who is appointed by her on the recommendation of the Prime Minister and, who, since 1952, has been chosen from among the nation's most outstanding and respected citizens. Her Majesty comes to Canada from time to time to visit various regions of the country. She has visited Canada ten times during her reign. The Governor General carries out The Queen's functions and, of course, both act in accordance with Canadian constitutional practice.

The Crown is seen as a symbol of national sovereignty belonging to all Canadians, a link between citizens of every national origin and ancestry. The Queen herself stated in Toronto, in June 1973, that "the Crown is an idea more than a person" which should "represent everything that is best and most admired in the Canadian ideal".

In her position at the apex of the Canadian state, government and judicial functions, the Monarch is the fountain of justice in that all judicial functions are carried on in her name. She is also *fons honoris*, the fountain of honour. In this capacity she is Sovereign of the Order of Canada, and also of the Order of Military Merit, and approves the award of the Canadian Bravery decorations. Among her many associations with various groups across Canada, Her Majesty is Colonel-in-Chief of eleven Canadian Regiments, Honourary Commissioner of the Royal Canadian Mounted Police, and Patron of numerous associations and organizations.

The Queen is Head of the Commonwealth and as such is the symbol of the free association of the 32 member countries of this unprecedented, multilingual, international partnership which represents millions, of all races and creeds. As Canadian Head of State, Her Majesty was last in residence at Government House, Ottawa, from October 14 to 19, 1977.

Only the Canadian aspect of the Crown is supported by Canadian funds. When The Queen or other members of The Royal Family are in Canada, the federal or provincial governments meet the expenses involved. The salaries of the Governor General and Lieutenant Governors are, of course, borne by the federal government.

Her Majesty's full title, as formally proclaimed at Ottawa on May 29, 1952, four days before her Coronation, is "Elizabeth the Second, by the Grace of God of the United Kingdom, Canada and Her Other Realms and Territories Queen, Head of the Commonwealth, Defender of the Faith" (*An Act respecting the Royal Style and Titles*).

Address: Buckingham Palace, London, United Kingdom

# The Governor General

The Right Hon. Jules Léger

Jules Léger was born in Saint-Anicet, Québec, on April 4, 1913, the son of Alda (née Beauvais) and Ernest Léger. He attended the Collège de Valleyfield, where he obtained his B.A. in 1933; he studied law at the University of Montreal from 1933-36, and obtained his Doctorat de l'Université at the Sorbonne in 1938.

Upon his return to Canada, Mr. Léger was associate editor of the Ottawa daily *Le Droit* from 1938 to 1939. In July 1940, he joined the Department of External Affairs as Third Secretary, and was seconded to the office of the Prime Minister, W.L. Mackenzie King, who was also Secretary of State for External Affairs. From 1939 to 1942, he was professor of the history of diplomacy at the University of Ottawa.

Mr. Léger was a member of the Canadian mission in Chile from 1943 to 1947. In February 1947 he was appointed to London as First Secretary. In 1948 he acted as adviser to the Canadian delegation to the General Assembly of the United Nations in Paris (September 1948 - February 1949). He returned to Ottawa in February 1949 as Executive Assistant to Prime Minister Louis S. Saint-Laurent.

In August 1950, he was appointed Chief of the European Division, and the following February he became Assistant Under-Secretary of State for External Affairs. In October 1953, he was appointed Ambassador to Mexico, returning in August 1954 to become Under-Secretary of State for External Affairs, a post he held until November 1958, when he was made Ambassador and Permanent Representative to the North Atlantic Council and Canadian representative to the Organization for European Economic Co-operation in Paris. Mr. Léger took part in all the spring and winter ministerial meetings of NATO from 1958 until 1962, and in the 1959 Atlantic Congress in London.

In May 1962, Mr. Léger was appointed Ambassador to Italy, and in April 1964 he became Ambassador to France. On November 15, 1968 he assumed the position of Under-Secretary of State, with responsibilities in the fields of arts and cultural support, bilingualism, education and citizenship. In April 1973, Mr. Léger was appointed Ambassador to Belgium and Luxembourg and he held that post until his appointment as Governor General of Canada.

## Role of the Governor General

The Governor General is the senior representative of the Crown in Canada. The present incumbent is the twenty-first Governor General since Confederation. The Governor General is authorized "to exercise, on the advice of his Canadian Ministers, all Her Majesty's powers and authorities in respect of Canada" (Letters Patent, Oct. 1, 1947).

One of the most important responsibilities of the Governor General is to ensure that the country always has a Prime Minister. If this office becomes vacant because of death or resignation, it is the Governor General's responsibility to see that the post is filled. He has the same responsibility if the government resigns following a defeat in the House of Commons or in an election.

The Governor General summons, prorogues and dissolves Parliament. Cabinet Ministers, as well as other members of the Queen's Privy Council are sworn in before him or his deputy. He also signs Orders-in-Council, Commissions and many other state documents. He gives his assent to those bills which have been passed by both Houses of Parliament, that thereby become Acts of Parliament with the force of law.

The Governor General and his wife are Canada's hosts to visiting heads of state and other distinguished visitors from abroad. They also extend hospitality in many forms to a large number of Canadians. The Governor General and his wife lend their patronage and support to a great variety of activities.

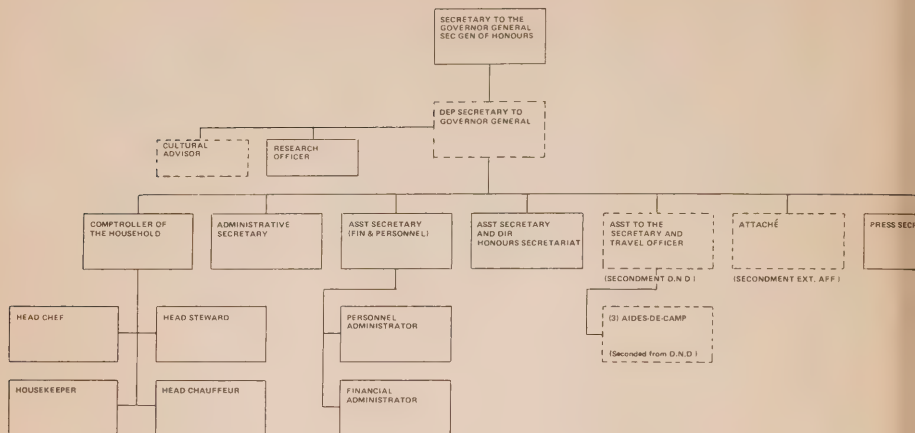
The Governor General accepts the Letters of Credence and Recall of Ambassadors appointed to Canada and signs the Letters of Credence and Recall of Canadian Ambassadors sent abroad. He receives Commonwealth High Commissioners on their arrival in Ottawa. He also represents Canada abroad by paying official visits to other countries.

The Governor General makes appointments of Canadians to the Order of Canada, and the Order of Military Merit. He also awards decorations for acts of heroism. The Queen is Sovereign of both orders and approves the award of bravery decorations. The Governor General is Chancellor of both the Order of Canada and the Order of Military Merit and he is responsible for the administration of the Canadian system of honours. He presides at investitures where Canadians are received into the Orders or are decorated for bravery.





# Office of the Secretary to the Governor General



# Office of the Secretary to the Governor General

Government House  
Ottawa, Ontario  
K1A 0A1

## Principal Officers

Secretary to the Governor General and Secretary General of Honours .....	Esmond Butler, C.V.O.
Deputy Secretary to the Governor General ..	Pierre Trottier
Assistant Secretary (Finance and Personnel) .....	W.M. Agnes
Comptroller of the Household .....	Colonel Donald McKinnon, C.V.O., C.D.
Assistant Secretary and Director Honours Secretariat .....	Roger de C. Nantel, M.V.O., C.D.
Administrative Secretary to the Governor General .....	Edmond Joly de Lotbinière
Cultural Advisor .....	Dr. Robert H. Hubbard, O.C.
Press Secretary .....	Gerald McDuff
Research Officer .....	Jacques Monet, S.J.
Attaché .....	Claude Lambert
Assistant to the Secretary and Travel Officer .....	Major Roger Simard, M.V.O., C.D.
Aides-de-camp .....	Captain Rychard Brûlé
	Captain Robert Smith
	Lt. (N) Dale Carl

## Historical Background

Prior to 1927, the Office acted as a channel of communication between the governments of Canada and the United Kingdom, His Majesty's Ambassador at Washington, various Colonial Governments, and, when necessary, directed correspondence to the appropriate Canadian government departments for reply. Subsequently, this became a function of the Department of External Affairs and the British High Commission in Ottawa.

Today, the Office of the Secretary to the Governor General is designated as a department, with the Prime Minister as Appropriate Minister within the meaning and purpose of the *Financial Administration Act* (OIC P.C. 1903-1952, 31 March 1952).

## Overall Responsibilities

The Office of the Secretary is concerned with all matters relating to the Crown of Canada. It provides all the support services required by the Governor General to discharge his constitutional and social obligations.

The constitutional functions of the Governor General have their origins both in tradition in the *British North American Act*, and in other state documents such as the Statute of Westminster and the Letters Patent of 1947. The Office has administrative responsibility for the following:

- (a) giving Royal Assent to laws;
- (b) signing various other government documents, including Orders-in-Council, Commissions of Appointment, Grants of Pardon and Letters of Credence and Recall;
- (c) swearing in the Prime Minister and the members of the Cabinet;

- (d) receiving Letters of Credence and Commission from heads of foreign diplomatic missions;
- (e) opening and proroging Parliament;
- (f) signing, as Commander in Chief of the Canadian Armed Forces, all Officers' Commissions;
- (g) extending official hospitality to foreign dignitaries;
- (h) awarding the decorations of the Order of Canada, the Order of Military Merit, and the Bravery Awards;
- (i) maintaining a close relationship with the Office of the Prime Minister and other government departments, as well as with Buckingham Palace.

The Office ensures that the Governor General is provided with all the necessary information on a very wide variety of topics.

## Organization

The Secretary, who is the senior officer, has the general responsibility for the effective and efficient operation of his Office. He advises the Governor General on policy matters.

The Deputy Secretary is a Senior Foreign Service Officer seconded from the Department of External Affairs. He is responsible for liaison between that department and Government House and between the latter and the Diplomatic Corps. He also carries out the duties of the Secretary in his absence.

The Assistant Secretary (Finance and Personnel) is responsible for programming, planning, directing and coordinating the financial and personnel activities of the Office.

The Assistant Secretary and Director of the Secretariat of Honours is in charge of administering all matters concerning Honours and National orders and of organizing investitures.

The Comptroller of the Household administers the day-to-day operation of the Household.

The Administrative Secretary co-ordinates the scheduling of the Governor General's activities and, in addition to the day-to-day correspondence, handles the invitations sent to the Governor General and the requests for honorary patronage submitted by many organizations. He is also responsible for the ceremonial and protocol involved in certain of the Governor General's constitutional and social functions.

The Cultural Advisor, as his title suggests, advises the Governor General on major Canadian cultural matters and activities and on the history, fabric, and contents of Government House in Ottawa and of the Citadel in Quebec.

The Press Secretary is in charge of information policy at Rideau Hall and as such is responsible for Government House contacts with the media and the public.

The Research Officer is an historian. He is in charge of the reference and archive centre at Rideau Hall, and acts as resource person for all projects connected with special anniversaries and the history of the Office of the Governor General.

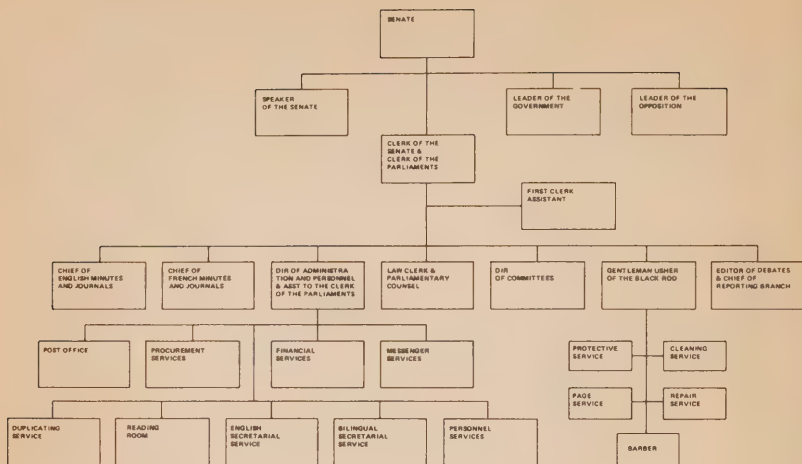
The Attaché is generally a Foreign Service Officer seconded from the Department of External Affairs. He carries out most of the research relating to the role and functions of the Governor General. He prepares notes for the Governor General's speeches and messages.

The Assistant to the Secretary and Travel Officer assists the Secretary in his role and is responsible for the organization of the Governor General's travels in Canada and abroad.

The Department of National Defence assigns three officers who act as aides-de-camp to the Governor General for approximately two-year periods. They attend Their Excellencies both at Government House and on official travels.







# Senate

Parliament Buildings  
Ottawa, Ontario  
K1A 0A4

## Speaker

The Hon. Renaude Lapointe

## Leader of the Government

The Hon. Raymond J. Perrault, P.C.

## Leader of the Opposition

The Hon. Jacques Flynn, P.C., Q.C.

## Principal Officers

Clerk of the Senate and Clerk of the Parliaments .....	Robert Fortier, Q.C., B.A., LL.B.
Law Clerk and Parliamentary Counsel .....	Raymond L. du Plessis, Q.C., LL.L.
First Clerk Assistant .....	Alcide Paquette, B.A.
Gentleman Usher of the Black Rod .....	A. Guy Vandelac, M.C., C.D.
Director of Committees .....	F.J. Belzile
Director of Administration and Personnel and Assistant to the Clerk of the Parliaments .....	J. Walter Dean

## Historical Background

As originally constituted, the Senate consisted of three divisions (Ontario, Québec, and the Maritime Provinces), each of which was represented by 24 senators. In 1915 a fourth division comprising the Western Provinces, and also represented by 24 senators, was created. As each new province entered the Union it was given representation (Manitoba and British Columbia in 1871, Prince Edward Island in 1873, Saskatchewan and Alberta in 1905, and Newfoundland in 1949). In 1975 Parliament passed an act to entitle the Yukon Territory and the Northwest Territories to be represented in the Senate by one member each.

At the present time the 104-seat Senate has the following provincial representation: Newfoundland six; Prince Edward Island four; Nova Scotia 10; New Brunswick 10; Québec 24; Ontario 24; Manitoba six; Saskatchewan six; Alberta six; British Columbia six; Yukon Territory one; and Northwest Territories one.

Under the B.N.A. Act, "money bills" (i.e. bills for appropriating any part of the public revenues or for imposing a tax or impost) must originate in the House of Commons. In each other respect, since both Houses must concur in every piece of legislation, the Senate has an equal voice with the House of Commons.

## Appointments

Senators are appointed by the Governor General under the Great Seal of Canada, and hold their places in the Senate until they attain the age of 75 years. The actual power of appointing senators resides by constitutional usage in the Prime Minister whose advice the Governor General accepts.

To be eligible for appointment a person must:

- be of the full age of 30 years;
- be either a natural born or a naturalized subject of the Queen;
- own real property to the value of at least four thousand dollars, (over and above all incumbrances) within the province for which he is appointed;

- (d) have real and personal property together worth four thousand dollars over and above his debts and liabilities;
- (e) be a resident in the province for which he is appointed, and, in the case of Québec, must have his real property qualification in the electoral division for which he is appointed or be a resident therein.

Each senator must before taking his/her seat take the oath of allegiance and make a declaration that by law he/she is duly qualified to be appointed a member of the Senate of Canada.

### Vacancies

The place of a senator becomes vacant if:

- (a) for two consecutive sessions of the Parliament, he fails to give his attendance in the Senate;
- (b) he takes an oath or makes a declaration or acknowledgment of allegiance, obedience or adherence to a foreign power, or does an act whereby he becomes a subject or citizen or entitled to the rights or privileges of a subject or citizen of a foreign power;
- (c) he is adjudged bankrupt or insolvent, or applies for the benefit of any law relating to insolvent debtors, or becomes a public defaulter;
- (d) he is attainted of treason or convicted of felony or of any infamous crime; or
- (e) he ceases to be qualified in respect of property or of residence provided that he shall not be deemed to have ceased to be qualified in respect of residence by reason only of his residing at the seat of the Government of Canada while holding an office under that government requiring his presence there. A senator may resign his place in the Senate by a letter of resignation addressed to the Governor General.

### Committees

The following standing committees are established by the Senate at the beginning of each session:

Agriculture  
Banking, Trade and Commerce  
Foreign Affairs  
Health, Welfare and Science  
Internal Economy, Budgets and Administration  
Legal and Constitutional Affairs  
Library of Parliament (Joint)  
National Finance  
Printing (Joint)  
Regulations and other Statutory Instruments (Joint)  
Restaurant of Parliament (Joint)  
Standing Rules and Orders  
Transport and Communications

In certain instances, the two Houses (the Senate and the House of Commons) may unite in the formation of a special joint committee (a joint committee means one which includes members from both the Senate and the House of Commons). The Senate may appoint special committees as it deems advisable and may set the terms of reference and indicate the powers to be exercised and the duties to be undertaken by such a committee.

## Administrative Organization of the Senate

### Speaker

The Speaker is appointed by the Governor-in-Council by instrument under the Great Seal of Canada. Under a long standing custom the appointment is made for the duration of a Parliament, although Senator Bostock was Speaker from 1922 to 1930 and Senator Drouin was re-appointed in 1958. An English speaking Speaker is succeeded by one who is French speaking and vice versa.

The debates and proceedings, which may be conducted in either language, are governed by rules and orders approved by the Senate and entitled *Rules of the Senate of Canada*.

### Clerk of the Senate

The Clerk of the Senate, appointed by the Governor General, is the chief administrative officer. He ensures publication of intended applications for private bills; he reports to the Senate if for two consecutive sessions a senator has failed to give his attendance in the Senate; he lays upon the table of the Senate, at the beginning of each Parliament, a list of senators who have renewed their *Declaration of Property Qualification*, he lays before the Senate at each session a detailed statement of his receipts and disbursements for the ending fiscal year; he sends to the Governor General a certified copy of the Minutes of the Proceedings of the Senate of each sitting of the House.

Under the *Publication of Statutes Act*, the Clerk is also the Clerk of the Parliaments, as such, he has custody of original Acts of Parliament assented to by the Governor General, and is the officer commissioned to certify the authenticity of such Acts. His seal of office is affixed to copies of all Acts delivered to the Registrar General of Canada pursuant to the *Publication of Statutes Act* or Acts required to be produced before courts of justice.

He holds the rank of deputy head and accounts for his administration to the *Committee on Internal Economy, Budgets, and Administration*.

He records the proceedings of the Senate; he reads in the chamber the commission appointing a new Speaker of the Senate and administers the oath prescribed by law to new senators as a commissioner appointed for that purpose; he advises the Speaker and the senators on matters of parliamentary procedure; he sees that the rules governing the staff of the Senate are respected.

### First Clerk Assistant

Appointed by resolution of the Senate, the First Clerk Assistant reads petitions, committee reports, orders of the day and other documents in the chamber; he takes minutes of the proceedings in a committee of the whole, acts as clerk of that committee, and otherwise assists the clerk in the business of the Senate; he carries out any such duties as he may be instructed to perform by the clerk; he advises the Speaker on the business of the day of each sitting of the House and prepares all the required information in that regard. With the clerk he acts as advisor on all matters pertaining to parliamentary procedure.

## Law Clerk and Parliamentary Counsel

The Law Clerk and Parliamentary Counsel to the Senate gives legal advice to the Senate, Committees of the Senate, and individual senators on all matters connected with past or present legislation. He is also required, among other duties, to read all public and private bills which come before the Senate and check the accuracy of all references to Acts or parts of Acts referred to therein; to advise any solicitor upon any matter which may be dealt with in private bills and check the form of such bills; to attend meetings of all Senate committees which are considering legislation (whether public or private); to advise the Chairman and members of each Committee as required; and to advise the officers of the Senate on matters of law.

He also is required to prepare drafts of public bills for senators who wish to present such bills to the Senate. He is appointed by resolution of the Senate.

## Gentleman Usher of the Black Rod

This office was originally created in England, in the middle of the 14th century, and its name is taken from the ebony rod topped with a lion in gold which is the symbol of its dignity. The gentleman holding this office was initially attached to the king, and accompanied him when he went to the House of Lords; later he became a civil servant. He now has counterparts in all the countries of British origin in which there is still an upper chamber.

The Gentleman Usher of the Black Rod is the personal attendant to the representative of Her Majesty in the Senate. He is responsible for supervising the administrative details in regard to the opening of Parliament. In accordance with an ancient custom he is sent to the House of Commons to desire the attendance of that House in the Senate chamber at the opening or proroguing of Parliament and for Royal assent to bills agreed to by both Houses.

He carries out the orders for arrest or imprisonment of persons guilty of violation of privileges or contempt; he is responsible for the security service and certain maintenance services; he is called upon to perform special duties when dignitaries visit the Senate and during conferences such as those held by NATO, the Commonwealth Parliamentary Association and the Inter-Parliamentary Union, and for the installation of a succeeding Governor General. He is appointed by Governor-in-Council.

## Committees Branch

It is the responsibility of this branch to supply secretarial, clerical, and administrative assistance to the standing and special committees of the Senate; to prepare reports of committees for presentation to the Senate, and to arrange for the printing and distribution of the proceedings of the Senate committees.

The officers of this branch carry out extensive liaison with lawyers representing petitioners for private bills, and examine all petitions for private bills to ensure compliance with the rules of the Senate and to certify that all requirements of the law have been met, including the payment of fees. The branch director is, by virtue of the rules of the Senate, the Examiner of Petitioners for Private Bills.



## Administration and Personnel Branch

This branch develops, adapts, and implements policies and procedures in respect of the general administrative, financial and personnel services of the Senate and advises the Senate and its committees on such matters.

The branch chief is also Assistant to the Clerk of the Parliaments. In that capacity, as delegated by the Clerk, he supervises the custody of the original Acts of Parliament and issues certified copies of Acts over the signature of the Clerk, and supervises the collection of prescribed fees.

## Debates and Reporting Branch

This branch is responsible for taking verbatim reports of debates, and for transcribing and preparing manuscript for daily publication in English and French throughout each session of Parliament. At the end of each session, an edited and revised edition is prepared for printing and is published in bound form as *The Debates of the Senate*.

In addition, an index service for the debates is maintained and interim indices are published periodically throughout each session. A consolidated index is published as part of the revised bound edition.

This branch also is required to report the evidences given before and the proceedings of standing and special committees as required. The transcript of committees reports is turned over to the committees branch for inclusion with minutes and other papers to be sent to the Department of Supply and Services for printing and selling.

## Journals Branch

From the Scroll of the Clerk of the Senate, the branch prepares and edits the minutes of proceedings, the orders of the day, and routine proceedings of the Senate. These reports are published in French and English under the title *Minutes of the Proceedings of the Senate of Canada* and are available to members of the Senate on the morning after each day's sitting. At the end of each session, the minutes are edited, indexed, and published in bound form as the *Journals of the Senate of Canada*. The journals constitute the legal and authoritative record of the proceedings of the Senate.

The responsibilities of this branch also include the compilation of the clerk's scroll and the maintenance and publication of an index reference service for the journals, for statutory reports, and for other documents tabled in the Senate; and the preparation of a list of all bills which are to receive Royal assent. The branch also provides a liaison in the exchange of messages between the two chambers.

## Members of the Senate

The Honourable	Designation and/or Division	Mailing Address
Adams, Willie (Lib.)	Northwest Territories	Rankin Inlet, N.W.T.
Anderson, Margaret Jean (Lib.)	Northumberland- Miramichi	Newcastle, N.B.
Argue, Hazen (Lib.)	Regina	Kayville, Sask.
Asselin, Martial (P.C.)	Stadacona	La Malbaie, Que.
Austin, Jack (Lib.)	Vancouver South	Vancouver, B.C.
Barrow, Augustus Irvine (Lib.)	Halifax-Dartmouth	Halifax, N.S.
Béaubien, L.P. (P.C.)	Bedford	Montreal, Que.
Bélisle, Rhéal (P.C.)	Sudbury	Sudbury, Ont.
Bell, Ann Elizabeth (Lib.)	Nanaimo-Malaspina	Nanaimo, B.C.
Benidickson, W.M. (Lib.)	Kenora-Rainy River	Kenora, Ont.
Bird, Florence Bayard (Lib.)	Carleton	Ottawa, Ont.
Bonnell, M. Lorne (Lib.)	Murray River	Murray River, P.E.I.
Bosa, Peter (Lib.)	York-Caboto	Etobicoke, Ont.
Bourget, Maurice (Lib.)	The Laurentides	Lévis, Que.
Buckwold, Sidney L. (Lib.)	Saskatoon	Saskatoon, Sask.
Cameron, Donald (Ind. Lib.)	Banff	Banff, Alta.
Choquette, Lionel (P.C.)	Ottawa East	Ottawa, Ont.
Connolly, Harold (Lib.)	Halifax North	Halifax, N.S.
Connolly, John J. (Lib.)	Ottawa West	Ottawa, Ont.
Cook, Eric (Lib.)	Harbour Grace	St. John's, Nfld.
Cottreau, Ernest G. (Lib.)	South Western Nova	Yarmouth, N.S.
Croll, David A. (Lib.)	Toronto-Spadina	Toronto, Ont.
Davey, Keith (Lib.)	York	Don Mills, Ont.
Denis, Azellus (Lib.)	La Salle	Montreal, Que.
Deschatelets, Jean-Paul (Lib.)	Lauzon	Montreal, Que.
Desruisseaux, Paul (Lib.)	Wellington	Sherbrooke, Que.
Eudes, Raymond (Lib.)	de Lorimier	Montreal, Que.
Everett, Douglas D. (Lib.)	Fort Rouge	Winnipeg, Man.
Flynn, Jacques (P.C.)	Rougemont	Quebec, Que.
Forsey, Eugene A. (Lib.)	Nepean	Ottawa, Ont.
Fournier, Edgar (P.C.)	Madawaska-Restigouche	Iroquois, N.B.

A designation is not a constituency. Senators from each province other than Québec are representative of the province "at large", but each senator is also free to designate a geographical area within his province. Each senator from Québec is appointed for one of the 24 Electoral Divisions of what was formerly Lower Canada. (The limits of the divisions are given in the *Consolidated Statutes of Canada. Chapter I, Schedule "A"*. The spelling of the Division's names remain unchanged, except for two. Sorel is spelt Saurel in the 1859 Schedule, and Mille Îles has been spelt Mille Isles, Mille Îles, Mille-Îles, Mille Isle ever since 1902 when the list was first published in the *Senate Debates*).

<b>The Honourable</b>	<b>Designation and/or Division</b>	<b>Mailing Address</b>
Fournier, Michel (Lib.)	Restigouche-Gloucester	Pointe Verte, N.B.
Fournier, Sarto (Lib.)	de Lanaudière	Montreal, Que.
Frith, Royce (Lib.)	Lanark	Perth, Ont.
Giguère, Louis de G. (Lib.)	de la Durantaye	Montreal, Que.
Godfrey, John Morrow (Lib.)	Rosedale	Toronto, Ont.
Goldenberg, H. Carl (Lib.)	Rigaud	Westmount, Que.
Graham, Bernard Alasdair (Lib.)	The Highlands	Sydney, N.S.
Greene, John James (Lib.)	Niagara	Niagara Falls, Ont.
Grosart, Allister (P.C.)	Pickering	Toronto, Ont.
Guay, Joseph-Philippe, (Lib.)	St. Boniface	St. Boniface, Man.
Haidasz, Stanley (Lib.)	Toronto-Parkdale	Toronto, Ont.
Hastings, Earl A. (Lib.)	Palliser-Foothills	Calgary, Alta.
Hayden, Salter A. (Lib.)	Toronto	Toronto, Ont.
Hays, Harry (Lib.)	Calgary	Calgary, Alta.
Hicks, Henry D. (Lib.)	The Annapolis Valley	Halifax, N.S.
Inman, F. Elsie (Lib.)	Murray Harbour	Montague, P.E.I.
Lafond, Paul C. (Lib.)	Gulf	Hull, Que.
Laird, Keith (Lib.)	Windsor	Windsor, Ont.
Lamontagne, Maurice (Lib.)	Inkerman	Aylmer, Que.
Lang, Daniel A. (Lib.)	South York	Toronto, Ont.
Langlois, Léopold (Lib.)	Grandville	Quebec, Que.
Lapointe, Renaude (Speaker) (Lib.)	Mille Isles	Montreal, Que.
Lawson, Edward M. (Ind.)	Vancouver	Vancouver, B.C.
Lewis, Philip Derek (Lib.)	St. John's	St. John's, Nfld.
Lucier, Paul (Lib.)	Yukon	Whitehorse, Yukon
Macdonald, John M. (P.C.)	Cape Breton	North Sydney, N.S.
Macnaughton, Alan A. (Lib.)	Sorel	Montreal, Que.
Manning, Ernest C. (S.C.)	Edmonton West	Edmonton, Alta.
Marchand, Jean (Lib.)	de la Vallière	Quebec, Que.
Marshall, Jack (P.C.)	Humber-St. George's-	
	St. Barbe	Corner Brook, Nfld.
McDonald, A. Hamilton (Lib.)	Moosomin	Moosomin, Sask.
McElman, Charles (Lib.)	Nashwaak Valley	Fredericton, N.B.
McGrand, Fred A. (Lib.)	Sunbury	Fredericton Junction, N.B.
McIlraith, George J. (Lib.)	Ottawa Valley	Ottawa, Ont.
McNamara, William C. (Lib.)	Winnipeg	Winnipeg, Man.
Michaud, Hervé J. (Lib.)	Kent	Buctouche, N.B.
Molgat, Gildas L. (Lib.)	Ste. Rose	St. Vital, Man.
Molson, Hartland de M. (Ind.)	Alma	Montreal, Que.

**The Honourable**

Neiman, Joan (Lib.)  
 Norrie, Margaret (Lib.)  
 Olson, Horace Andrew (Bud) (Lib.)  
 Paterson, Norman McL (Lib.)  
 Perrault, Raymond J. (Lib.)  
 Petten, William J. (Lib.)  
 Phillips, Orville H. (P.C.)  
 Quart, Josie D. (P.C.)  
 Riel, Maurice (Lib.)  
 Riley, Daniel (Lib.)  
 Rizzuto, Pietro (Lib.)  
 Robichaud, Louis-J. (Lib.)  
 Roblin, Duff (P.C.)  
 Rowe, Frederick William (Lib.)  
 Smith, Donald (Lib.)  
 Smith, George I. (P.C.)  
 Sparrow, Herbert O. (Lib.)  
 Stanbury, Richard J. (Lib.)  
 Steuart, David Gordon (Lib.)  
 Sullivan, Joseph A. (P.C.)  
 Thompson, Andrew (Lib.)  
 van Roggen, George (Lib.)  
 Wagner, Claude (P.C.)  
 Walker, David (P.C.)  
 Williams, Guy (Lib.)  
 Yuzyk, Paul (P.C.)

**Designation  
and/or Division**

Peel  
 Colchester-Cumberland  
 Alberta South  
 Thunder Bay  
 North Shore-Burnaby  
 Bonavista  
 Prince  
 Victoria  
 Shawinigan  
 Saint John  
 Repentigny  
 L'Acadie-Acadia  
 Red River  
 Lewisporte  
 Queens-Shelburne  
 Colchester  
 Saskatchewan  
 York Centre  
 Prince Albert-Duck Lake  
 North York  
 Dovercourt  
 Vancouver-Point Grey  
 Kennebec  
 Toronto  
 Richmond  
 Fort Garry

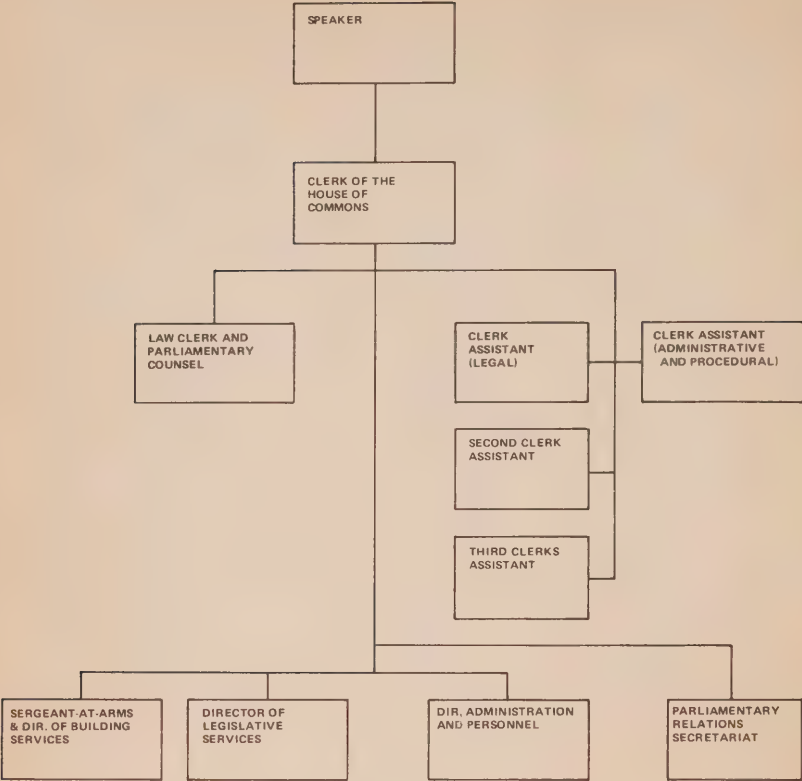
**Mailing Address**

Caledon East, Ont.  
 Truro, N.S.  
 Iddesleigh, Alta.  
 Thunder Bay, Ont.  
 Vancouver, B.C.  
 St. John's, Nfld.  
 Alberton, P.E.I.  
 Quebec, Que.  
 Westmount, Que.  
 Saint John West, N.B.  
 Laval sur le Lac, Que.  
 Saint Antoine, N.B.  
 Winnipeg, Man.  
 St. John's, Nfld.  
 Liverpool, N.S.  
 Truro, N.S.  
 North Battleford, Sask.  
 Toronto, Ont.  
 Regina, Sask.  
 Toronto, Ont.  
 Kendal, Ont.  
 Vancouver, B.C.  
 Montreal, Que.  
 Toronto, Ont.  
 Richmond, B.C.  
 Winnipeg, Man.





House of Commons



# House of Commons

Ottawa, Canada  
K1A 0A6

## Elected Officers

Speaker .....	The Hon. James A. Jerome, M.P.
Deputy Speaker and Chairman of Committees of the Whole House .....	Gérald Laniel, M.P.
Deputy Chairman of Committees of the Whole House .....	Charles Turner, M.P.
Assistant Deputy Chairman of Committees of the Whole House .....	Denis Ethier, M.P.

## Appointed Officers

Clerk of the House of Commons .....	Alistair Fraser
Sergeant-at-Arms and Director of Building Services .....	Major General M.G. Cloutier, CMM, C.D.
Clerks Assistant	
Administrative and Procedural .....	C.B. Koester
Legal .....	Marcel R. Pelletier
Law Clerk and Parliamentary Counsel .....	J.P. Joseph Maingot, Q.C.
Second Clerk Assistant .....	Alexander Small
Third Clerks Assistant .....	Réginald Boivin Maxime Guitard

## Senior Officials

Director of Administration and Personnel .....	Georges A. St-Jacques
Director of Legislative Services .....	R.E. Thomas
Secretary General of Parliamentary Relations .....	I.G. Imrie

## Historical Background

The *British North America Act* of 1867 federally united three separate colonies "to form one Dominion under the name of Canada". Canada was divided into four provinces: the pre-Confederation Province of Canada became the provinces of Ontario and Québec, while Nova Scotia and New Brunswick retained their former names and geographical limits.

The *British North America Act* also provided for an elected House of Commons consisting of 181 Members, of whom 82 would be elected for Ontario, 65 for Québec, 19 for Nova Scotia, and 15 for New Brunswick. A general census was to be taken in 1871 and every tenth year thereafter to re-adjust the representation in the House of Commons without disturbing the proportionate representation of the provinces as prescribed by the Act. As new provinces entered Confederation, they were granted representation in the House of Commons. Section 51 provides the rules whereby the number of Members to be elected per province is calculated.

During the 1963 and the 1964-65 sessions, the *Representation Commissioner Act* and the *Electoral Boundaries Readjustment Act* were passed to facilitate the re-adjustment of representation in the House of Commons by province and also provide for the redistribution of the population within a province to different constituencies. At present there are 264 single-member constituencies. Representation by province is: Alberta 19, British Columbia 23, Manitoba 13, New Brunswick 10, Newfoundland 7, Northwest Territories 1, Nova Scotia 11, Ontario 88, Prince Edward Island 4, Quebec 74, Saskatchewan 13, and the Yukon Territory 1. The last redistribution, made in 1976, based on the 1971 Census, provides for a House of Commons of 282 Members which will come into effect on the dissolution of the Thirtieth Parliament. Representation by province will be: Alberta 21, British Columbia 28, Manitoba 14, New Brunswick 10, Newfoundland 7, Northwest Territories 2, Nova Scotia 11, Ontario 95, Prince Edward Island 4, Quebec 75, Saskatchewan 14, and the Yukon Territory 1.

## Electoral Process

The present federal franchise laws are contained in the *Canada Elections Act* (RSC 1970 c. 14 [1st Supp] as amended). The franchise is conferred upon all Canadian Citizens who have attained the age of 18 years or will attain that age on or before polling day. However, certain persons are denied the right to vote (e.g. officials holding certain positions — Representation Commissioner, Chief Electoral Officer, Assistant Chief Electoral Officer, returning officers during their term of office, judges appointed by the Governor-in-Council, inmates of penal and certain other institutions, and other persons disqualified by law).

With certain specified exceptions any elector qualified under the *Canada Elections Act* may be a candidate at an election. Among the specified exceptions are government contractors, members of the legislature of any province, certain public officers, and persons found guilty of corrupt or illegal election practices during designated periods following a conviction. To be nominated, a candidate must have the signature of 25 qualified electors on his nomination papers and must deposit the sum of \$200.

The duration of a House of Commons is approximately five years following each general election, but it is subject to earlier dissolution by the Governor General. In the event of a vacancy occurring by reason of death or resignation of a Member during the life of a Parliament, a writ for the holding of a by-election must be issued within six months of the receipt by the Chief Electoral Officer of a warrant for the issuance of such a writ.

Section 20 of the *British North America Act* provides for a session at least once in every year "so that twelve months shall not intervene between the last sitting of the Parliament in one session and its first sitting in the next session".

## Composition of the House

The House has a Speaker, a Chairman of Committees of the Whole House (who is also Deputy Speaker of the House), a Deputy Chairman of Committees, and an Assistant Deputy Chairman of Committees.

## Speaker

The presiding officer of the House is the Speaker, who is chosen from the elected Members at the opening of each Parliament following a general election. His term of office is for the duration of that Parliament. Presiding at all meetings of the House, the Speaker enforces the observance of its rules, maintains its rights and privileges, and acts as the official spokesman of the House as occasion may require. He is also responsible to the House for the management of its internal affairs and the operation of its branches and services. In the House of Commons, when the language of the Speaker is English, the language of the Chairman of Committees, is French.

In addition to the Speaker, there are three other officers elected by the House from among its Members to assist him.

## Chairman

The Chairman of Committees of the Whole House is also elected at the beginning of the first session of each Parliament following a general election. He acts for the full Parliament. It is his duty to preside over Committees of the Whole House, and also to replace the Speaker in the Chair when required. The Deputy Chairman, and the Assistant Deputy Chairman of Committees are elected at the opening of each Session, and act for that Session only. They assist the Chairman and preside over the various Committees of the Whole House and at times take the Chair of the House.

## Committees

The House of Commons employs four types of committees: Committees of the Whole House, standing committees, special committees, and joint committees.

Standing Order 65 provides for the appointment of 20 standing committees which consider bills and estimates and perform other functions as required. The standing order also provides for three standing joint committees. The chairmen of the various standing and joint committees are elected at the beginning of each session of Parliament.

The standing committees are: Agriculture; Broadcasting, Films and Assistance to the Arts; External Affairs and National Defence; Finance, Trade and Economic Affairs; Fisheries and Forestry; Health, Welfare and Social Affairs; Indian Affairs and Northern Development; Justice and Legal Affairs; Labour, Manpower and Immigration; Management and Members' Services; Miscellaneous Estimates; Miscellaneous Private Bills and Standing Orders; National Resources and Public Works; Northern Pipelines; Privileges and Elections; Procedure and Organization; Public Accounts; Regional Development; Transport and Communications; and Veterans Affairs.

There are also standing joint committees on Printing; Regulations and other Statutory Instruments; and the Library of Parliament. These committees are composed of Members of the House of Commons and Senators. In addition, special committees are appointed each session as required. Some are special joint committees of the Senate and House of Commons.

A complete list of committee membership is appended to each Wednesday's edition of the House of Commons *Debates*. Membership changes are published in *Votes and Proceedings*.

## Commissioners of Internal Economy

Under the *House of Commons Act* the financial administration and control of the internal affairs of the House are vested in the Commissioners of Internal Economy, which consists of the Speaker and four Ministers of the Crown appointed by Order-in-Council.

## Management and Members Services Committee

First appointed in 1975, the Standing Committee on Management and Members Services advises Mr. Speaker as well as the Commissioners of Internal Economy on the administration of the House and the provision of services and facilities to Members. Chaired by a Member of the opposition, the Committee is extensively consulted by Mr. Speaker about the needs and views of backbench Members in connection with the various administrative decisions he or the Commissioners make from time to time. The Committee also examines the estimates of the House of Commons.

## Appointed Officers

### Clerk of the House

The Clerk of the House, who is also a commissioner appointed to administer the Oath of Allegiance to Members of the House, holds the rank of deputy minister. He is responsible for the safe-keeping of all the papers and records of the House, and has the direction and control of all its officers and clerks, subject to such orders as he may, from time-to-time, receive from the Speaker or from the House. The Clerk is the recording officer of the House, and his minutes are a summary of the daily proceedings of the House. He records all divisions when votes are taken in the House. He is consulted by Mr. Speaker and Members of the House whenever questions arise with respect to the privileges, rules, usages, and proceedings of Parliament.

### Sergeant-at-Arms

The Sergeant-at-Arms is responsible for keeping order within the precincts of the House of Commons and, on all required occasions, attends Mr. Speaker with the Mace, the symbol of the authority of the House. He has a chair on the floor of the House. He takes custody of strangers who are irregularly admitted to the House or who are guilty of misconduct, causes the removal of persons directed to withdraw and introduces messengers from the Senate. He controls the Protective and Security Services of the House of Commons. He is also Director of Building Services, and as such is considered "housekeeper" of the House of Commons. He administers various branches such as the Messenger Service, Maintenance Service, the restaurants, and supervises the employees of Public Works Canada who are responsible for maintaining the different buildings on Parliament Hill occupied by the House of Commons. He is Mr. Speaker's representative on the Parliament Hill Heritage Committee. In relation to his historic ceremonial duties, the Sergeant-at-Arms reports directly to the Speaker; in relation to his administrative duties, he reports to the Clerk of the House of Commons.



## Clerks Assistant

The Clerks Assistant advise the Speaker and other Presiding Officers of the House, as well as the Members generally, on all aspects of the Standing Orders, parliamentary privilege and parliamentary practice and procedure. Seated at the Table below Mr. Speaker, to the right and left of the Clerk of the House of Commons, they are responsible for keeping the records of the House and supervising all procedures in the Chamber. It is their duty to bring to the attention of the Chair unparliamentary procedure or language immediately at any time it occurs in the House. When the House is in Committee of the Whole, they act as the clerks of the committee and keep the Committee's minutes of proceedings. They oversee the procedural duties and functions of various House of Commons Branches and Services, particularly of the Journals and Committees and Private Legislation Branches. They must also, from time to time, prepare memoranda for the Speaker or Clerk about different aspects of procedural problems or matters.

The Clerks Assistant are responsible for seeing that all bills, motions, and resolutions being processed through the House and any other documents required by the House are on the Table and are available to Members. They must also ensure that the proper procedural forms are available for the Presiding Officers of the House. They receive and scan all written questions, notices of motions, amendments and notices of motions for the production of papers submitted by Members for inclusion on the *Order Paper and Notices* to ascertain if they come within the provisions of the Standing Orders and are procedurally correct. They also assist Members in drafting motions, written questions or amendments in the form prescribed by parliamentary usage. They read all orders, committee reports and documents or papers required to be read in the House. All papers and documents Tabled in the House must be signed by one of the Clerks Assistant and they note on the House copies of bills the dates of the various readings given to them. When divisions are taken in the House, they call the names of the Members and count, but do not record, the Members' names when votes are taken in Committees of the Whole House.

The Clerk Assistant (Legal) and Clerk Assistant (Administrative and Procedural) are commissioners appointed to administer the Oath of Allegiance to Members of the House of Commons when they are elected. One of them acts for the Clerk of the House in his absence. Both undertake special projects and duties for the Clerk from time to time.

## Law Clerk and Parliamentary Counsel

The Law Clerk assists Members of the House of Commons in their drafting of bills, motions, and resolutions. The counsel prepares memoranda and opinions on legal and constitutional subjects and practices; advises on proposed amendments to bills, and, when amendments are adopted, inserts them in the reprinted bills, certifies all bills for printing, prepares parchments of "passed" bills for transmission to the Senate.

The Law Clerk is also responsible for the editing of the annual statutes at the close of each session of Parliament.

## Administrative Organization

The operation of the administrative organization of the House of Commons is delegated to three directors who are responsible to the Clerk of the House. The three are the Director of Administration and Personnel, the Director of Building Services and the Director of Legislative Services.

## Director of Administration and Personnel

The Director is responsible for the following services:

- (a) Financial Services Branch prepares the House of Commons estimates and is responsible for the control of expenditures in accordance with the amounts that have been authorized;
- (b) Personnel Branch is responsible for the personnel administration program which includes recruitment, the classification of positions, and the administration of a salary plan. It is also responsible for the maintenance and custody of all personnel records;
- (c) Post Office Branch provides postal and other services to Members and staff of the House and Library of Parliament;
- (d) Health Unit provides nursing and first aid services on Parliament Hill;
- (e) Stationery and Office Machines Branch is responsible for the purchase, storing, and issue of stationery supplies and office equipment. The branch also services the office machines used in the various offices in the House;
- (f) Printing Branch is responsible for the internal printing requirements of the House, including those associated with Members' offices;
- (g) Language School provides language instructions to Members, their spouses and employees of the House of Commons; and
- (h) Press Gallery Branch provides support services — such as receptionist, telephone answering, clerical and messenger — to the Press Gallery members.

## Director of Building Services

The Director of Building Services, who is also the Sergeant-at-Arms, is responsible for the following services and branches:

- (a) the Protective and Security Services are responsible for security within the precincts of the House of Commons. They are on guard at all doors, patrol the corridors, check visitors to Members' and others' offices, control tourists, etc., investigate disturbances and other breaches of the peace within the precincts.
- (b) the Messenger Service performs a range of services for the Members and branches of the House as well as operating the House of Commons truck and mini-bus services.
- (c) the Purchasing and Equipment Branch is responsible for the purchase, storage and allocation of furniture, carpeting and equipment, other than office machines, for all offices in the House. The Branch is also responsible for ensuring House furniture is properly maintained.
- (d) the Maintenance Service is responsible for the cleaning of all the offices, committee rooms and corridors of the House; for setting up rooms for committees and functions; for moving within the House and for general repairs and painting of the interior of the buildings on Parliament Hill.
- (e) the Page Staff provides a messenger service to Members within the Chamber of the House of Commons.
- (f) the Restaurant and Cafeteria Service operates the Parliamentary Restaurant, the four cafeterias, the souvenir shop and tuck shops on Parliament Hill.
- (g) Miscellaneous Services include a wide variety of support services such as barber shops, hairdresser, guide service, laundry service, carpenter shop, etc.
- (h) the Department of Public Works maintain the Parliament Buildings, providing an extremely wide range of assistance from sculpture and architectural services to advice about historical matters in relation to the buildings and providing basic needs such as heating.

## Director of Legislative Services

The Director is responsible for the following branches and services:

- (a) the Broadcasting Branch provides, in both languages, coverage of the proceedings of the House of Commons by radio and television. In the form of an electronic *Hansard* the coverage is available both live and taped.
- (b) Committee Liaison coordinates service within Legislative Services and between other areas affected by the use of the various committee rooms. The section also provides assistance in the matter of travel arrangements for committees.
- (c) the Committees and Private Legislation Branch provides administrative assistance for the meetings of all standing and special committees of the House; advises on procedure in those committees; and assists the chairmen of committees in the preparation of their reports. The branch also handles matters relating to private bills and petitions.
- (d) the Committee Reporting Service provides a verbatim reporting service of the meetings of all of the committees of the House. The proceedings are edited, translated, printed, and distributed to Members in both languages.
- (e) Computer Systems coordinates and controls requirements for electronic data processing and related equipment including the conduct of training programs.
- (f) Electronic Services supplies and services the system of sound amplification and simultaneous interpretation in the House and all committee rooms.
- (g) Hansard Reporting Services provide verbatim reporting of the debates in the House of Commons. Each daily edition of the House of Commons *Debates* is edited, translated, printed, and distributed in both languages to Members and others the following morning. A revised edition, in bound volume, is published progressively during the course of a session together with a separate index at the end of each session.
- (h) the Index and Reference Branches prepare periodic cumulative and sessional indexes in English and French to the House of Commons *Debates*, the sessional index to the House of Commons *Journals* and the minutes of proceedings of the standing, special and some joint committees. These branches also provide reference service to Members, officials and the public.
- (i) the Journals Branches are responsible for the preparation, editing, and indexing of the day-to-day minutes of proceedings of the House in both English and French. This report, known as *Votes and Proceedings*, is issued daily during the session. A copy, signed by the Clerk of the House, is forwarded to the Governor General each day. At the close of each session, the daily *Votes and Proceedings* are revised and published bound as the House of Commons *Journals*. These are the official record of the proceedings of the House of Commons.

The branches also prepare the daily bilingual *Order Paper and Notices* sometimes called the *Order Paper* or *Notice Paper*, depending on the context, which details all of the business before the House at any one time. In the course of this work they are responsible for the editing of all notices of written questions, motions, resolutions, etc. that are received by the Table from Members of the House for inclusion in the *Order Paper and Notices*.

All documents Tabled in the House are placed in the custody of the branches and are generally referred to as sessional papers. An information service, with respect to all documents Tabled, is available to Senators, Members of the House of Commons, officials, newsmen, and other interested parties. Copies of sessional papers are available to Senators and Members free but there is a modest charge for all others.

- (j) the Joint Parliamentary Distribution Office daily distributes Senate, House of Commons and public documents to Senators, Members of the House of Commons, officials and others.

## Parliamentary Relations Secretariat

The secretariat supplies administrative and operational support to the seven parliamentary associations which Members of the House and Senators may join. Each association elects its own executive and plans its own activities.

The seven associations are: Canada-France Inter-Parliamentary Association, Canada-United States Inter-Parliamentary Group, Canadian NATO Parliamentary Association, Canadian World Federalist Parliamentary Association, Commonwealth Parliamentary Association, Inter-Parliamentary Union, and the *Association Internationale des Parlementaires de Langue Française*.

The secretariat is also required to make arrangements for the many Parliamentary visits both to Canada by foreign parliamentarians and by Canadian parliamentarians going abroad.

# Alphabetical List of the Members of the House of Commons

Third Session — Thirtieth Parliament

<b>Name (Party)</b>	<b>Constituency/Province</b>
<b>a</b>	
Abbott, Hon. A.C. (Lib.)	Mississauga/Ont.
Alexander, Lincoln M. (PC)	Hamilton West/Ont.
Alkenbrack, A.D. (PC)	Frontenac-Lennox and Addington/Ont.
Allard, Eudore (SC)	Rimouski/Québec
Allmand, Hon. Warren (Lib.)	Notre-Dame-de-Grâce/Québec
Anderson, Hugh A. (Lib.)	Comox-Alberni/B.C.
Andras, Hon. Robert K. (Lib.)	Port Arthur/Ont.
Andre, Harvie (PC)	Calgary Centre/Alta.
Andres, William (Lib.)	Lincoln/Ont.
Appoloni, Mrs. Ursula (Lib.)	York South/Ont.
<b>b</b>	
Baker, George (Lib.)	Gander-Twillingate/Nfld.
Baker, Walter (PC)	Grenville-Carleton/Ont.
Baldwin, G.W. (PC)	Peace River/Alta.
Balfour, Jim (PC)	Regina East/Sask.
Basford, Hon. Ron (Lib.)	Vancouver Centre/B.C.
Bawden, Peter C. (PC)	Calgary South/Alta.
Beatty, Perrin (PC)	Wellington-Grey-Dufferin-Waterloo/Ont.
Beaudoin, Léonel (SC)	Richmond/Québec
Béchar, Albert (Lib.)	Bonaventure-Îles de la Madeleine/Québec
Bégin, Hon. Monique (Lib.)	Saint-Michel/Québec
Benjamin, Les (NDP)	Regina-Lake Centre/Sask.
Blackburn, Derek (NDP)	Brant/Ont.
Blais, Hon. J.-J. (Lib.)	Nipissing/Ont.
Blaker, Rod (Lib.)	Lachine-Lakeshore/Québec
Blouin, Gustave (Lib.)	Manicouagan/Québec
Boulanger, Prosper (Lib.)	Mercier/Québec
Breau, Herb (Lib.)	Gloucester/N.B.
Brewin, Andrew (NDP)	Greenwood/Ont.
Brisco, Bob (PC)	Kootenay West/B.C.
Broadbent, Edward (NDP)	Oshawa-Whitby/Ont.
Buchanan Hon. Judd (Lib.)	London West/Ont.
Bussièrès, Pierre (Lib.)	Portneuf/Québec
<b>c</b>	
Caccia, Chas L. (Lib.)	Davenport/Ont.
Cadieu, Bert (PC)	Meadow Lake/Sask.
Cafik, Hon. Norman A. (Lib.)	Ontario/Ont.
Campagnolo, Hon. Iona (Lib.)	Skeena/B.C.

Ind. — Independent

Lib. — Liberal

NDP — New Democratic Party

PC — Progressive Conservative

SC — Social Credit



**Name (Party)**

Campbell, Miss Coline (Lib.)  
 Campbell, John (Lib.)  
 Caouette, Armand (SC)  
 Caouette, Gilles (SC) .....  
 Caron, Yves (Lib.)  
 Chrétien, Hon. Jean (Lib.)  
 Clark, Joe (PC) ....  
 Clarke, Bill (PC) .....  
 Clermont, Gaston (Lib.)  
 Coates, Robert C. (PC)  
 Collenette, D.M. (Lib.)  
 Comtois, J.-Roland (Lib.) .....  
 Condon, J. Larry (Lib.)  
 Corbin, Eymard (Lib.) .....  
 Corriveau, Léopold (Lib.) ..  
 Cossitt, Tom (PC) .....  
 Côté, Florian (Lib.) ..  
 Crosbie, John C. (PC)  
 Crouse, Lloyd R. (PC)  
 Cullen, Hon. Bud (Lib.)  
 Cyr, Alexandre (Lib.) ..

**d**

Danson, Hon. Barnett Jerome (Lib.)  
 Darling, Stan (PC)  
 Daudlin, Robert (Lib.)  
 Dawson, Dennis (Lib.)  
 De Bané, Hon. Pierre (Lib.)  
 Demers, Yves (Lib.) .....  
 Dick, Paul (PC) .....  
 Diefenbaker, Rt. Hon. J.G. (PC) ..  
 Dinsdale, Hon. W.G. (PC)  
 Dionne, Charles-Eugène (SC)  
 Dionne, Maurice A. (Lib.)  
 Douglas, C. (Lib.) .....  
 Douglas, T.C. (NDP)  
 Duclos, Louis (Lib.)  
 Dupont, Raymond (Lib.)  
 Dupras, Maurice (Lib.)  
 Duquet, Gérard (Lib.) ..

**e**

Ellis, J.R. (PC)  
 Elzinga, Peter (PC)  
 Epp, Jake (PC)  
 Ethier, Denis (Lib.)

**f**

Faulkner, Hon. James Hugh (Lib.) ..  
 Firth, Wally (NDP) .....  
 Fleming, Jim (Lib.)  
 Flynn, Joe (Lib.)

**Constituency/Province**

South Western Nova/N.S.  
 LaSalle-Emard-Côte Saint-Paul/Québec  
 Villeneuve/Québec  
 Témiscamingue/Québec  
 Beauce/Québec  
 Saint-Maurice/Qué.  
 Rocky Mountain/Alta.  
 Vancouver Quadra/B.C.  
 Gatineau/Québec  
 Cumberland-Colchester North/N.S.  
 York East/Ont.  
 Terrebonne/Québec  
 Middlesex-London-Lambton/Ont.  
 Madawaska-Victoria/N.B.  
 Frontenac/Québec  
 Leeds/Ont.  
 Richelieu/Québec  
 St. John's West/Nfld.  
 South Shore/N.S.  
 Sarnia-Lambton/Ont.  
 Gaspé/Québec

York North/Ont.  
 Parry Sound-Muskoka/Ont.  
 Kent-Essex/Ont.  
 Louis-Hébert/Québec  
 Matane/Québec  
 Duvernay/Québec  
 Lanark-Renfrew-Carleton/Ont.  
 Prince Albert/Sask.  
 Brandon-Souris/Man.  
 Kamouraska/Québec  
 Northumberland-Miramichi/N.B.  
 Bruce-Grey/Ont.  
 Nanaimo-Cowichan-The Islands/B.C.  
 Montmorency/Qué.  
 Sainte-Marie/Qué.  
 Labelle/Québec  
 Québec-East/Québec

Hastings/Ont.  
 Pembina/Alta.  
 Provencher/Man.  
 Glengarry-Prescott-Russell/Ont.

Peterborough/Ont.  
 Northwest Territories/N.W.T.  
 York West/Ont.  
 Kitchener/Ont.

**Name (Party)****Constituency/Province**

Forrestall, J.M. (PC)	Dartmouth-Halifax East/N.S.
Foster, Maurice (Lib.)	Algoma/Ont.
Fox, Hon. Francis (Lib.)	Argenteuil-Deux-Montagnes/Québec
Francis, Lloyd (Lib.)	Ottawa West/Ont.
Fraser, John A. (PC)	Vancouver South/B.C.
Friesen, Benno (PC)	Surrey-White Rock/B.C.

**g**

Gauthier, C.A. (SC)	Roberval/Québec
Gauthier, Jean-Robert (Lib.)	Ottawa-Vanier/Ont.
Gendron, Rosaire (Lib.)	Rivière-du-Loup-Témiscouata/Québec
Gillespie, Hon. Alastair (Lib.)	Etobicoke/Ont.
Gillies, James (PC)	Don Valley/Ont.
Goodale, Ralph E. (Lib.)	Assiniboia/Sask.
Goyer, Hon. Jean-Pierre (Lib.)	Dollard/Québec
Grafftey, Heward (PC)	Brome-Missisquoi/Qué.
Gray, Hon. Herb (Lib.)	Windsor West/Ont.
Guay, Joseph-Philippe (Lib.)	St. Boniface/Man.
Guay, Raynald (Lib.)	Lévis/Québec
Guilbault, Jacques (Lib.)	Saint-Jacques/Québec

**h**

Halliday, Bruce (PC)	Oxford/Ont.
Hamilton, Hon. Alvin (PC)	Qu'Appelle-Moose Mountain/Sask.
Hamilton, Frank (PC)	Swift Current-Maple Creek/Sask.
Hargrave, Bert (PC)	Medicine Hat/Alta.
Harquail, Maurice (Lib.)	Restigouche/N.B.
Hees, Hon. George (PC)	Prince Edward-Hastings/Ont.
Herbert, H.T. (Lib.)	Vaudreuil/Québec
Hnatyshyn, Ray (PC)	Saskatoon-Biggar/Sask.
Hogan, Andrew (Andy) (NDP)	Cape Breton-East Richmond/N.S.
Holmes, J.R. (PC)	Lambton-Kent/Ont.
Holt, Mrs. Simma (Lib.)	Vancouver-Kingsway/B.C.
Hopkins, Leonard (Lib.)	Renfrew North-Nipissing East/Ont.
Horner, Hon. J.H. (Lib.)	Crowfoot/Alta.
Howie, J. Robert (PC)	York-Sunbury/N.B.
Huntington, Ron (PC)	Capilano/B.C.
Hurlburt, Ken (PC)	Lethbridge/Alta.

**i**

Isabelle, Gaston (Lib.)	Hull/Québec
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**j**

Jamieson, Hon. Donald C. (Lib.)	Burin-Burgeo/Nfld.
Jarvis, Bill (PC)	Perth-Wilmot/Ont.
Jelinek, Otto (PC)	High Park-Humber Valley/Ont.
Jerome, Hon. James A.	Sudbury/Ont.
Johnston, Howard (PC)	Okanagan-Kootenay/B.C.
Jones, Leonard C. (Ind.)	Moncton/N.B.
Joyal, Serge (Lib.)	Maisonneuve-Rosemont/Qué.

**Name (Party)****Constituency/Province****K**

Kaplan, Bob (Lib.) .....	York Centre/Ont.
Kempling, Bill (PC) .....	Halton-Wentworth/Ont.
Knowles, Stanley (NDP) .....	Winnipeg North Centre/Man.
Knowles, William (PC) .....	Norfolk-Haldimand/Ont.
Korchinski, S.J. (PC) .....	Mackenzie/Sask.

**L**

Lachance Claude-André (Lib.) .....	Lafontaine-Rosemount/Québec
Lajoie, Claude G. (Lib.) .....	Trois-Rivière Métropolitain/Québec
Lalonde, Hon. Marc (Lib.) .....	Outremont/Québec
Lambert, Adrien (SC) .....	Bellechasse/Québec
Lambert, Hon. Marcel (PC) .....	Edmonton West/Alta.
Lamontagne, Hon. J. Gilles (Lib.) .....	Langelier/Québec
Landers, Mike (Lib.) .....	Saint John-Lancaster/N.B.
Lang, Hon. Otto E. (Lib.) .....	Saskatoon-Humboldt/Sask.
Langlois, Paul (Lib.) .....	Chicoutimi/Québec
Laniel, Gérard (Lib.) .....	Beauharnois-Salaberry/Québec
Lapointe, Charles (Lib.) .....	Charlevoix/Québec
Laprise, Gérard (SC) .....	Abitibi/Québec
La Salle, Roch (PC) .....	Joliette/Québec
Lavoie, Jacques (Lib.) .....	Hochelaga, Qué.
Lawrence, Allan (PC) .....	Northumberland-Durham/Ont.
Leblanc, Fernand E. (Lib.) .....	Laurier/Québec
LeBlanc, Hon. Roméo (Lib.) .....	Westmorland-Kent/N.B.
Lee, Art (Lib.) .....	Vancouver East/B.C.
Lefebvre, T. (Lib.) .....	Pontiac/Québec
Leggatt, Stuart (NDP) .....	New Westminster/B.C.
Lessard, Hon. Marcel (Lib.) .....	Lac-Saint-Jean/Québec
Loiselle, Bernard (Lib.) .....	Chambly/Québec
Loiselle, Gérard (Lib.) .....	Saint-Henri/Québec
Lumley, Ed. (Lib.) .....	Stormont-Dundas/Ont.

**M**

MacDonald, Hon. Daniel J. (Lib.) .....	Cardigan/P.E.I.
MacDonald, David (PC) .....	Egmont/P.E.I.
MacDonald, Miss Flora (PC) .....	Kingston and the Islands/Ont.
MacEachen, Hon. Allan J. (Lib.) .....	Cape Breton Highlands-Canso/N.S.
MacFarlane, Gus (Lib.) .....	Hamilton Mountain/Ont.
MacGuigan, Mark (Lib.) .....	Windsor-Walkerville/Ont.
MacKay, Elmer M. (PC) .....	Central Nova/N.S.
Macquarrie, Heath (PC) .....	Hillsborough/P.E.I.
Maine, Frank (Lib.) .....	Wellington/Ont.
Malone, Arnold (PC) .....	Battle River/Alta.
Marceau, Gilles (Lib.) .....	Lapointe/Québec
Marchand, Hon. Len (Lib.) .....	Kamloops-Cariboo/B.C.
Martin, Alan (Lib.) .....	Scarborough West/Ont.
Masniuk, Peter P. (PC) .....	Portage/Man.
Matte, René (Ind.) .....	Champlain/Québec
Mazankowski, Don (PC) .....	Vegreville/Alta.

<b>Name (Party)</b>	<b>Constituency/Province</b>
McCain, Fred (PC)	Carleton-Charlotte/N.B.
McGrath, James A. (PC)	St. John's East/Nfld.
McIsaac, Cliff (Lib.)	Battleford-Kindersley/Sask.
McKenzie, Dan (PC)	Winnipeg South Centre/Man.
McKinley, R.E. (PC)	Huron-Middlesex/Ont.
McKinnon, Allan B. (PC)	Victoria/B.C.
McRae, Paul E. (Lib.)	Fort William/Ont.
Milne, Ross (Lib.)	Peel-Dufferin-Simcoe/Ont.
Mitges, Gus (PC)	Grey-Simcoe/Ont.
Muir, Robert (PC)	Cape Breton-The Sydneys/N.S.
Munro, Donald W. (PC)	Esquimalt-Saanich/B.C.
Munro, Hon. John C. (Lib.)	Hamilton East/Ont.
Murta, Jack (PC)	Lisgar/Man.

**n**

Neil, Doug (PC)	Moose Jaw/Sask.
Nicholson, Miss Aideen (Lib.)	Trinity/Ont.
Nielsen, Erik (PC)	Yukon/Yukon
Nowlan, J.P. (PC)	Annapolis Valley/N.S.
Nystrom, Lorne (NDP)	Yorkton-Melville/Sask.

**o**

Oberle, F. (PC)	Prince George-Peace River/B.C.
O'Connell, Hon. Martin (Lib.)	Scarborough East/Ont.
Olivier, Jacques (Lib.)	Longueuil/Québec
Orlikow, David (NDP)	Winnipeg North/Man.
Ouellet, Hon André (Lib.)	Papineau/Québec

**p**

Paproski, Steven E. (PC)	Edmonton Centre/Alta.
Parent, Gilbert (Lib.)	St. Catharines/Ont.
Patterson, Alex (PC)	Fraser Valley East/B.C.
Pearsall, Jack (Lib.)	Coast Chilcotin/B.C.
Pelletier, Irénée (Lib.)	Sherbrooke/Québec
Penner, B. Keith (Lib.)	Thunder Bay/Ont.
Peters, Arnold (NDP)	Timiskaming/Ont.
Philbrook, F.A. (Lib.)	Halton/Ont.
Pigott, Jean E. (PC)	Ottawa-Carleton/Ont.
Pinard, Yvon (Lib.)	Drummond/Québec
Portelance, Arthur (Lib.)	Gamelin/Québec
Prud'homme, Marcel (Lib.)	Saint-Denis/Québec

**r**

Railton S. Victor (Lib.)	Welland/Ont.
Raines, Marke (Lib.)	Burnaby-Seymour/B.C.
Reid, Hon. John M. (Lib.)	Kenora-Rainy River/Ont.
Richardson, Hon. James (Lib.)	Winnipeg South/Man.
Ritchie, Gordon (PC)	Dauphin/Man.
Roberts, Hon. John (Lib.)	St. Paul's/Ont.
Robinson, W. Kenneth (Lib.)	Toronto-Lakeshore/Ont.
Roche, Douglas (PC)	Edmonton-Strathcona/Alta.
Rodriguez, John (NDP)	Nickel Belt/Ont.

**Name (Party)****Constituency/Province**

Rompkey, William (Lib.)	Grand Falls-White Bay-Labrador/Nfld.
Rondeau, Gilbert (Ind.)	Shefford/Québec
Rooney, Dave (Lib.)	Bonavista-Trinity Conception/Nfld.
Roy, Jean-R. (Lib.)	Timmins/Ont.
Roy, Marcel (Lib.)	Laval/Québec
Rynard, P.B. (PC)	Simcoe North/Ont.

**S**

Saltsman, Max (NDP)	Waterloo-Cambridge/Ont.
Sauvé, Hon. Jeanne (Lib.)	Ahuntsic/Québec
Savard, Raymond (Lib.)	Verdun/Qué.
Schellenberger, Stan (PC)	Wetaskiwin/Alta.
Schumacher, Stan (Ind.)	Palliser/Alta.
Scott, W.C. (PC)	Victoria-Haliburton/Ont.
Skoreyko, William (PC)	Edmonton East/Alta.
Smith, Cecil (PC)	Churchill/Man.
Smith, Walter (Lib.)	Saint-Jean/Québec
Stanfield, Hon. Robert (PC)	Halifax/N.S.
Stevens, Sinclair (PC)	York-Simcoe/Ont.
Stewart, Craig (PC)	Marquette/Man.
Stewart, Ralph (Lib.)	Cochrane/Ont.
Stollery, Peter (Lib.)	Spadina/Ont.
Symes, Cyril (NDP)	Sault Ste. Marie/Ont.

**T**

Tessier, Claude (Lib.)	Compton/Québec
Towers, Gordon (PC)	Red Deer/Alta.
Trudeau, Rt. Hon. P.E. (Lib.)	Mount Royal/Qué.
Trudel, Jacques-L. (Lib.)	Montréal-Bourassa/Qué.
Turner, Charles (Lib.)	London East/Ont.

**W**

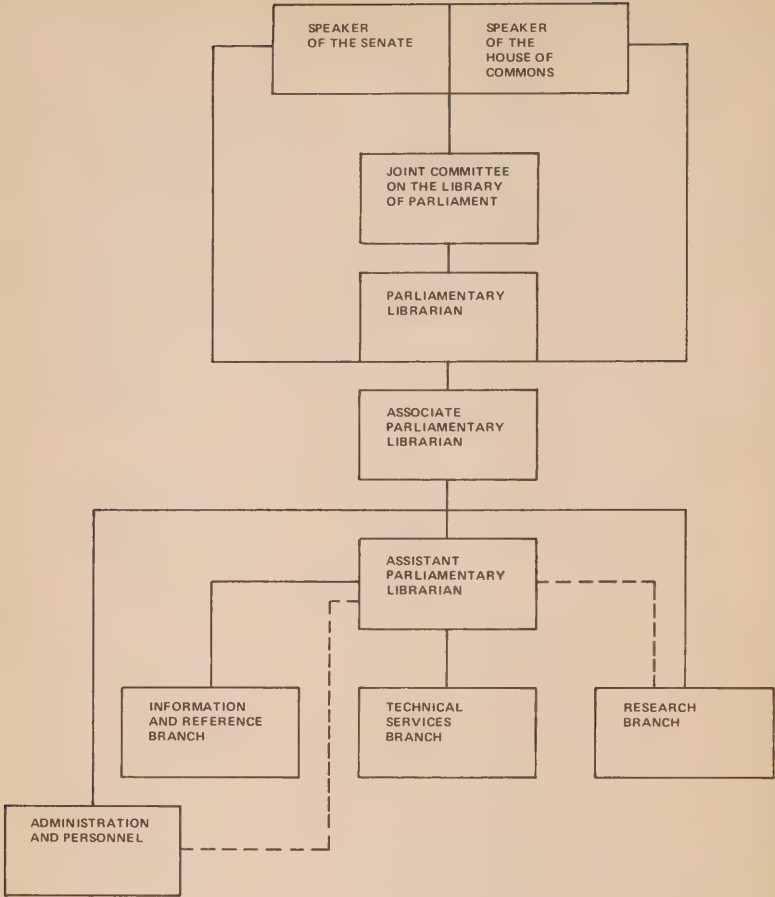
Watson, Ian (Lib.)	Laprairie/Québec
Wenman, Bob (PC)	Fraser Valley West/B.C.
Whelan, Hon. E.F. (Lib.)	Essex-Windsor/Ont.
Whiteway, Dean (PC)	Selkirk/Man.
Whittaker, G.H. (PC)	Okanagan Boundary/B.C.
Wise, John (PC)	Elgin/Ont.
Wood, Donald (Lib.)	Malpeque/P.E.I.
Woolliams, Eldon M. (PC)	Calgary North/Alta.

**Y**

Yanakis, Antonio (Lib.)	Berthier-Maskinongé/Québec
Yewchuk, Paul (PC)	Athabasca/Alta.
Young, Roger (Lib.)	Niagara Falls/Ont.







# Library of Parliament

Parliament Buildings  
Ottawa, Ontario  
K1A 0A9

## Members Responsible

The Hon. Renaude Lapointe, Speaker of the Senate, and  
The Hon. James Jerome, Speaker of the House of Commons

## Principal Officers

Parliamentary Librarian	Erik John Spicer
Associate Parliamentary Librarian	Gilles Frappier
Assistant Parliamentary Librarian	A. Pamela Hardisty
<b>Directors</b>	
Information and Reference Branch	Lloyd Heaslip
Research Branch	Philip A.C. Laundy
Technical Services Branch	Florence A. Moore
Administration and Personnel	J.J. Cardinal

## Historical Background

The Library of Parliament was established by *An Act in relation to the Library of Parliament* (SC 1871 c. 21 — now the *Library of Parliament Act* [RSC 1970 c. L-7]). The Library was formed initially by the amalgamation of the legislative libraries of Upper and Lower Canada after these two provinces were united into the Province of Canada in 1841.

The Library is designated as a department within the meaning and purpose of the *Financial Administration Act*; the Parliamentary Librarian holds the rank of deputy minister.

## Overall Responsibilities

The Library provides the expert professional personnel to fully utilize its own and other collections of relevant material. Its large collection of books, documents, etc. is carefully chosen and organized to meet the information and research demands of its parliamentary clientele.

## Organization and Programs

The direction and control of the Library of Parliament is vested in the Speaker of the Senate and the Speaker of the House of Commons, assisted by a joint committee appointed by the two Houses. The Parliamentary Librarian and the Associate Parliamentary Librarian are appointed by the Governor-in-Council.

The Library is composed of three branches and an administrative office.

## Information and Reference Branch

This Branch selects library materials for the collection; answers inquiries directly or through selecting and providing source material for use in speeches, papers, etc.; prepares bibliographies, indexes, abstracts, compilations, and current awareness services; maintains a current and retrospective clipping service; operates reading rooms; and lends library materials. This Branch also provides substantial assistance to commissions of inquiry and task forces, government departments, the academic community and other non-parliamentary groups and individuals when such service does not interfere with parliamentary priority.

## Research Branch

This branch, established in 1965, greatly extends the services provided by the Library. It includes lawyers, economists, political scientists and others, and prepares requested research papers for Members of both Houses of Parliament, parliamentary committees and parliamentary delegations. In addition, direct consultation is also provided and research officers are attached to parliamentary committees and parliamentary delegations as required.

## Technical Services Branch

This branch procures library materials; operates the library bindery; classifies and catalogues the books, serials, official publications, microforms, and other material added to the collection.

## Administration and Personnel

This office provides advice on general policy and attends to the administrative requirements of the Library.

## Other Services

The Library is also the public's Information Centre for parliamentary information. The Parliamentary Librarian is the Canadian Correspondent for the Inter-Parliamentary Union's International Centre for Parliamentary Documentation at Geneva, and President and Canadian Correspondent for the Parliamentary and Administrative Libraries Section of the International Federation of Library Associations at The Hague. Useful contact is maintained with similar institutions throughout the world.

Since 1954 the Parliamentary Reading Room has been administratively part of the Library of Parliament. Its large collection of current daily and weekly Canadian and foreign newspapers, popular periodicals, and small collection of recreational literature supplements the much more extensive collections of the Library itself.

Early in 1973, an additional newspaper, periodical and recreational reading room and a small branch library to provide information and reference services were opened in the Confederation Building to serve parliamentarians and parliamentary staff located there.

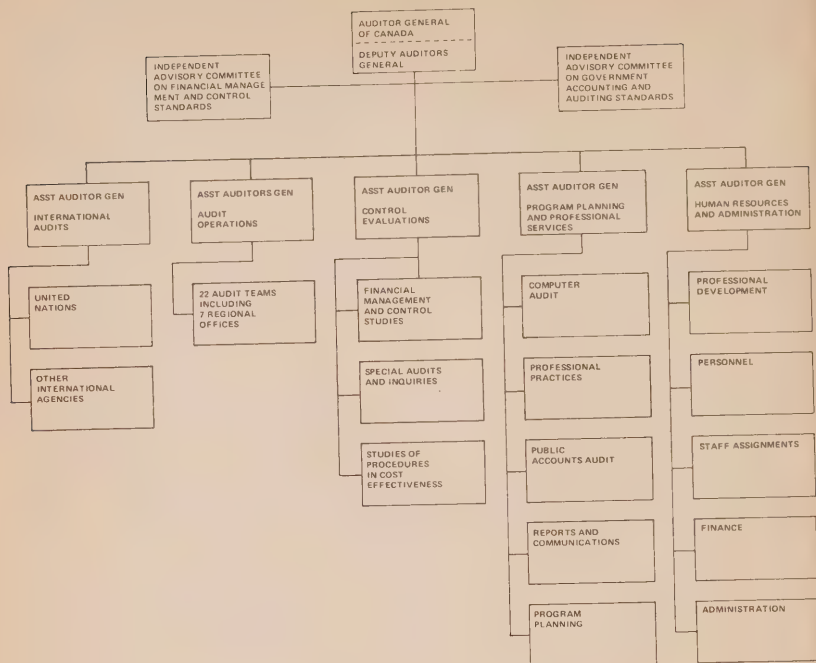
**Additional Information** — is available from the office of the Parliamentary Librarian.

**Parliamentary Committee** — the Estimates are normally reviewed by a Committee of the House of Commons and are also approved by the Joint Committee on the Library of Parliament.

**Auditor** — Auditor General of Canada.



# Auditor General of Canada (Office of the)



# Auditor General of Canada

James J. Macdonell

The Auditor General is appointed by the Governor in Council by commission under the Great Seal of Canada to hold office during good behaviour for a ten-year term, but not beyond age sixty-five. He is removable only by the Governor in Council on address of the Senate and the House of Commons. During a vacancy in the position the Governor in council may appoint a person temporarily to perform the duties of the Auditor General.

## Overall Responsibilities

The Auditor General, as auditor of the accounts of Canada, is required to conduct such examinations and inquiries as he considers necessary to enable him to fulfil his twofold statutory reporting responsibilities. Firstly, he is required to express an opinion on the financial statements which are required by section 55 of the *Financial Administration Act* to be included in the Public Accounts. Secondly, he is required to call attention to anything that he considers to be of significance and of a nature that should be brought to the attention of the House of Commons, including cases where he has observed that:

- (a) accounts have not been faithfully and properly maintained or public money has not been fully accounted for or paid, where so required by law, into the Consolidated Revenue Fund;
- (b) essential records have not been maintained or the rules and procedures applied have been insufficient to safeguard and control public property, to secure an effective check on the assessment, collection and proper allocation of the revenue and to ensure that expenditures have been made only as authorized;
- (c) money has been expended other than for purposes for which it was appropriated by Parliament;
- (d) money has been expended without due regard to economy or efficiency; or
- (e) satisfactory procedures have not been established to measure and report the effectiveness of programs, where such procedures could appropriately and reasonably be implemented.

The Auditor General is entitled to free access at all convenient times to information that relates to the fulfilment of his responsibilities and he is also entitled to require and receive from members of the public service of Canada such information, reports and explanations as he deems necessary for that purpose. He also audits the accounts of various Crown corporations and other organizations.



## Office of the Auditor General

Government of Canada Building  
240 Sparks Street  
Ottawa, Ontario  
K1A 0G6

### Minister Designated

Minister of Finance

### Principal Officers

Auditor General .....	James J. Macdonell
Deputy Auditors General .....	Rhéal Chatelain
	William A. Bradshaw
	W. Wallace Muir
Assistant Auditors General .....	Raymond Dubois
	Patrick D. Lafferty
	D. Larry Meyers
	Michael H. Rayner
	Edward R. Rowe
	G. Peter Wilson

### Historical Background

The Office was originally established in 1878 when *An Act to provide for the better Auditing of the Public Accounts* provided for the appointment of the Auditor General to examine the public accounts and report annually to the House of Commons. The present incumbent is the seventh to hold office. The Auditor General's mandate was recently re-defined and broadened with proclamation of the new *Auditor General Act*, 1976-77, chapter 34.

### Organization

The Management Committee of the Office, comprising the Auditor General and the Deputy and Assistant Auditors General, has the overall responsibility for the direction, planning and administration of the Office. Other members of the senior management group, having responsibilities equivalent to the partner level in professional accounting firms, are known by the designation Principal.

### Program Planning and Professional Services Group

The Program Planning and Professional Services Group has diverse supportive professional activities within the Office: Computer Audit Services, concerned with reviewing the Government's computer-based financial systems; Professional Practices, responsible for modern auditing standards and procedures, accounting and auditing research and providing a consultative, advisory service to staff; Public Accounts division, responsible for the examination of the accounts and financial statements of Canada, and the basis of the opinion of the Auditor General on the main financial statements in the Public Accounts; and Program Planning and Reports and Communications divisions. The Group has co-ordinating responsibility for the Annual Report to the House of Commons and for liaison with the Standing Committee on Public Accounts and Members of Parliament.

## Audit Operations Group

The Audit Operations Group organizes and conducts legislative and financial audits in government departments and agencies and in approximately 60 Crown corporations and other government agencies. In addition to annual reviews, the group's objective is to carry out cyclical comprehensive audit programs at least once every four years in every department agency and Crown corporation. Such comprehensive audits provide Parliament at least once every four years with an in-depth evaluation report on each government entity for which the Office has audit responsibility.

## Control Evaluations Group

The Control Evaluations Group involves three main programs:

- (a) Financial Management and Control Study conducts studies on the financial management within government departments, agencies, and Crown corporations;
- (b) Special Audits and Inquiries in addition to audits and inquiries related to government financial administration is involved in projects that may be initiated by the Auditor General or requested by the Government under authority of Section II of the *Auditor General Act*; and
- (c) The Study of Procedures in Cost Effectiveness began with a research orientation to assess existing procedures and to prepare the Office for "value for money" auditing as required by the *Auditor General Act* (1977). This program is now an expanded operational program to obtain audit evidence on the quality of management controls in government operations.

## International Audits Group

The International Audits Group acts for the Auditor General who as one of the three members of the United Nations Board of Audit is responsible for the audit of the United Nations and some of the specialized agencies.

## Human Resources and Administration Group

The Human Resources and Administration Group is responsible for all personnel, administration and financial services of the Office including official languages. Professional Development has responsibility for the training and development of professional human resources.

## Regional Offices

Seven regional representatives are located at the following addresses:

Room 301 1888 Brunswick St. Halifax, Nova Scotia B3J 3S8	Room 609, Postal Station "B" 685 Cathcart Street Montréal, Québec H3B 3K3
4900 Yonge St. Willowdale, Ontario M2N 6A4	401 Revenue Building 391 York Avenue Winnipeg, Manitoba R3C 0P7
302 Financial Building 2101 Scarth Street Regina, Saskatchewan S4P 2H9	10th Floor, Petroleum Plaza North Tower 9945 - 108 Street Edmonton, Alberta T5K 2G6
550 Pacific Centre 701 West Georgia Street Vancouver, B.C. V7Y 1B6	

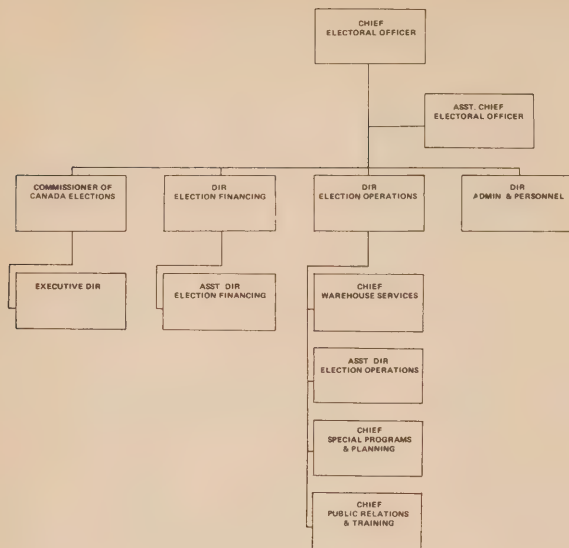
**Additional Information** — from the Director of Communications at Head Office, 240 Sparks Street, Ottawa, K1A 0G6.

**Parliamentary Committee** — Miscellaneous Estimates Committee.

**Auditor** — under section 22 of the *Auditor General Act*, the Treasury Board nominates a qualified auditor who shall report annually the outcome of his examinations to the House of Commons.



# Office of the Chief Electoral Officer



# Office of the Chief Electoral Officer

## Head Office

440 Coventry Road  
Ottawa, Ontario  
K1A 0M6

## Minister Designated

President of the Queen's Privy Council

## Principal Officers

Chief Electoral Officer ..... Jean-Marc Hamel, M.Sc. Com., M.P.A.  
Assistant Chief Electoral Officer ..... John P. Dewis

## Historical Background

The Office of the Chief Electoral Officer of Canada was established, in 1920, by the *Dominion Elections Act* (now the *Canada Elections Act*, RSC 1970 c. 14, [1st Supp.]) as amended. Prior to that time the *Dominion Elections Act, 1874* (SC 1874 c. 9) assigned to the Clerk of the Crown in Chancery certain of the duties now carried out by the Chief Electoral Officer.

The office is designated as a department within the meaning and purpose of the *Financial Administration Act* (OIC P.C. 1903-1952 31 Mar 1952).

The President of the Queen's Privy Council is the minister designated for the purpose of the *Financial Administration Act* (OIC P.C. 1971-1527, 27 July 1971).

## Overall Responsibilities

The Chief Electoral Officer is appointed by resolution of the House of Commons. He has the rank of a deputy head of a department under the terms of the Act. He communicates with the Governor-in-Council through the President of the Queen's Privy Council.

In the event of the death of the Chief Electoral Officer while Parliament is not sitting, or of his inability or neglect to perform the duties of his office, a substitute shall, upon the application of the President of the Privy Council, be appointed by the Chief Justice of Canada, or in his absence by the senior judge of the Supreme Court of Canada then present in Ottawa.

Upon his appointment such substitute shall exercise the powers and perform the duties of the Chief Electoral Officer in his place and stead until 15 days after the commencement of the next following session of Parliament unless the Chief Justice of Canada, or the judge by whom the order appointing him was made, sooner directs that such order be rescinded.

In the absence of both the Chief Justice of Canada and the judge of the Supreme Court of Canada by whom a substitute for the Chief Electoral Officer has been appointed, the order appointing such substitute may be rescinded by any other judge of the said court.

The Chief Electoral Officer must:

- exercise general direction and supervision over the administrative conduct of elections, and enforce (on the part of all election officers) fairness, impartiality, and compliance with the provisions of the Act;
- ensure directly or through the Commissioner of Canada Elections, whom he is required to appoint, that all provisions of the Act including those respecting election expenses are complied with and enforced;



- (c) after an election, to report to the Speaker of the House of Commons on any matter arising out of the course of the election about which in his judgement, an account ought to be submitted to the House of Commons. He is also responsible for any vote taken under the *Canada Temperance Act* and for the conduct of the election of members to the Northwest Territories and Yukon Territory Councils.

The objectives of the office are to enable Canadians who are eligible to vote to elect members to the House of Commons, the Council of the Yukon Territory, and the Council of the Northwest Territories in accordance with the *Canada Elections Act*, and to ensure compliance with the election expenses provisions of the Act.

## Organization

The office administers the operation of the Ottawa Headquarters, including the review and study of electoral procedures and election expenses provisions of the Act, the compilation and preparation of statutory and statistical reports and books of instructions for election officers, candidates, and political parties.

During the elections, the office exercises general direction and supervision over the administrative conduct of elections, including the training of federal and territorial returning officers, the revision of the boundaries of polling divisions and the acquisition of election material and supplies for transmission to returning officers when required, and the making of statutory payments to auditors, political parties and candidates where specified by the Act.

### Election Operations Division

This division administers the operational aspects of the Act, election material, training and information programs for returning officers and the public. Plans, organizes, directs and controls pre-election, election and post-election activities. Provides returning officers with all necessary support and responds to informational requests from the general public.

### Election Financing Branch

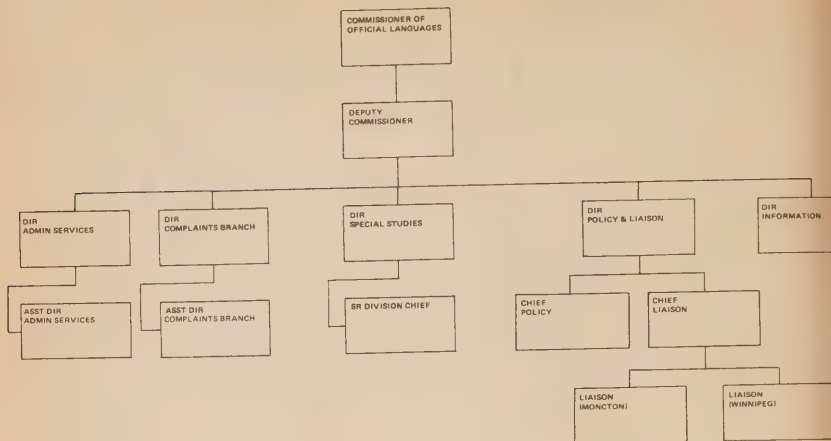
This branch administers the operational aspects of the election expenses provisions of the Act, the payment of election costs and the financial management of the Office.

The Chief Electoral Officer is responsible to the House of Commons for the administration of the following statutes:

*Canada Elections Act* (RSC 1970 c. 14, [1st Supp.]) as amended  
*Canada Temperance Act* (RSC 1970 c. T-5)



# Office of the Commissioner of Official Languages



# Commissioner of Official Languages

Maxwell Yalden

The Commissioner, who has the rank and powers of a deputy head, holds office during good behaviour for a term of seven years and is eligible to be re-appointed for a further term not exceeding seven years. The present commissioner was appointed on August 9, 1977.

## Overall Responsibilities

It is the duty of the Commissioner to take all actions and measures within his authority to ensure that both official languages possess and enjoy equality of status and equal rights and privileges as to their use in all the institutions of Parliament and the Government of Canada. For that purpose, he conducts investigations either on his own initiative or pursuant to any complaint made to him, then reports and makes recommendations with respect thereto as provided in the *Official Languages Act* (RSC 1970 c.0-2).

The Commissioner prepares and submits to Parliament an annual report relating to the conduct of his office and the discharge of his duties under the Act during the preceding year. In the report, he includes his recommendations for any proposed changes in the Act that he deems necessary or desirable in order that effect may be given to the Act according to its spirit and intent.

Every report or statement to Parliament made by the Commissioner is transmitted direct to the Speaker of the Senate and to the Speaker of the House of Commons for tabling respectively in those Houses.

## Office of the Commissioner of Official Languages

### Head Office

66 Slater Street  
Ottawa, Ontario  
K1A 0T8

### Minister Designated

Prime Minister

### Principal Officers

Commissioner of Official Languages	Maxwell Yalden
Deputy Commissioner	Jean-Marie Morin

## Historical Background

Section 19 of *The Official Languages Act* (RSC 1970 c. O-2) established the Office of the Commissioner of Official Languages for Canada and also that a Commissioner be appointed (after approval of the appointment) by resolution of the Senate and House of Commons. The Act, assented to on the 9th of July, 1969, came into force 60 days later.

## Organization and Programs

### Complaints Branch

The primary work of this branch is to investigate complaints from the general public alleging that federal institutions are not living up to the terms of the *Official Languages Act*. Where investigation establishes the validity of a complaint, recommendations may be made to the institutions concerned on how the problem can be rectified.

The *Official Languages Act* obliges the Commissioner to investigate any complaint made to him to the effect that, in any particular instance or case,

- (a) the status of an official language was not or is not being complied with or,
- (b) the spirit and intent of this Act was not or is not being complied with in the administration of the affairs of any of the institutions of the Parliament or Government of Canada.

On the other hand, the Commissioner may refuse to investigate a complaint if, in his judgement, it is trivial, frivolous or vexatious or, is not made in good faith. In such cases, he must inform the complainant of his reasons for dropping the matter. In all cases warranting an investigation, the complainant must be kept informed of the results and of all efforts to find solutions to the problem raised.

The Act also sets out the procedure which must be followed when an investigation of a complaint is launched. The Commissioner must inform the deputy head or administrative head of the institution concerned of his intention to investigate. Prior to making a report, the Commissioner is obliged to give time to the institution to study and respond to any criticism of its operation.

When the Commissioner makes specific recommendations to a department or other federal institution following an investigation, he must also send a copy of his report to the Clerk of the Privy Council. Should an institution refuse to take action on the Commissioner's recommendations, he may explain the situation in a special report to Parliament.

### Special Studies Branch

This branch is the Commissioner's main research and audit group. Its work is to go beyond the investigation of individual complaints and to evaluate the efforts of federal institutions to implement bilingualism policies as required by the *Official Languages Act*.

Whereas the Complaints Branch generally assists in the fulfillment of the Commissioner's ombudsman function, the Special Studies Branch functions more like an analyst of the federal government's linguistic performance. The statutory basis for the work of the branch is found in Section 25 of the Act which empowers the Commissioner, in his discretion, to investigate an institution's performance on his own initiative — rather than waiting for complaints.

### Policy Analysis and Liaison Branch

This branch provides the Office with advice and analysis concerning public policies, judicial rulings, and local events which have a bearing on the Commissioner's mandate. It is the interpretative and co-ordinating arm of the Office.

The policy analysis function aims to keep an eye on developments throughout the linguistic field and to co-ordinate policy positions adopted within the Commissioner's office.

The liaison function, which includes regional offices in Winnipeg and Moncton, enables the Commissioner to assist and maintain more direct contact with specific public groups. It also provides him with greater information on regional linguistic concerns.

## Information Branch

This branch informs the public about the *Official Languages Act*, and assesses reactions to policies and programs relating to official languages.

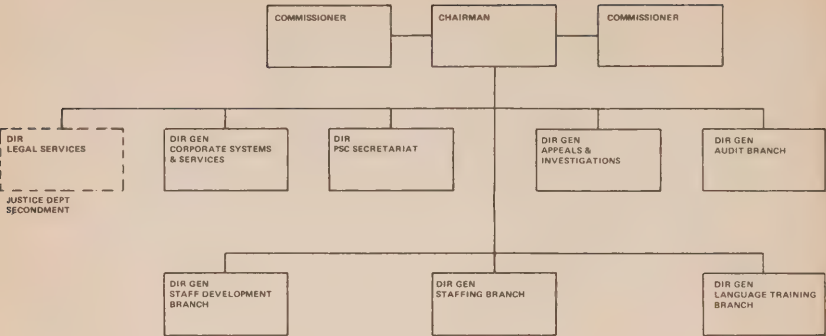
**Additional Information** — to lodge a complaint or obtain general information, write to the Commissioner or telephone collect (613) 996-6368 and ask for a complaints officer.

**Parliamentary Committee** — Standing Committee on Miscellaneous Estimates.

**Auditor** — Auditor General of Canada.



Public Service Commission



# Public Service Commission

## Head Office

L'Esplanade Laurier, West Tower  
300 Laurier Avenue, West  
Ottawa, Ontario  
K1A 0M7

## Minister Designated

Secretary of State

## Commissioners

Chairman .....	Edgar Gallant Anita Szlazak John Edwards
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## Historical Background

The Civil Service Commission (CSC) was established in 1908 under the *Civil Service Amendment Act*. This Act introduced the principle of merit as established by competition. However, it did not apply to positions outside of Ottawa.

The *Civil Service Act* of 1918 placed the entire service under the CSC.

The *Civil Service Act* of 1962 preserved the independence of the CSC and maintained the fundamental principles of the merit system.

The *Public Service Employment Act* of 1967 re-affirmed the merit principle, and changed the name of the Civil Service Commission to the Public Service Commission (PSC). The PSC's main task became staffing, and the Commission was allowed to delegate staffing authority and power to departments. The PSC retained full responsibility for administering the appeals system. The Commission's responsibilities for pay, classification, and conditions of employment were transferred to the Treasury Board.

The Secretary of State is the Minister designated as spokesman for the Commission in Parliament.

The Public Service Commission is designated as a department; the Secretary of State as Appropriate Minister; the Chairman of the Commission as deputy head within the meaning of purpose of the *Financial Administration Act* (OIC P.C. 1952-1903, March 31, 1952).

## Overall Responsibilities

The general powers and duties of the Commission are as follows:

- (a) to appoint or provide for the appointment of qualified persons to, or from within, the public service under the provisions and principles of the Act;
- (b) to hear, and make decisions on, appeals against certain staffing actions;
- (c) to make decisions concerning allegations of political partisanship;
- (d) to investigate allegations of discrimination in matters covered by the *Public Service Employment Act*;
- (e) to operate, and assist deputy heads in the operation of staff training and development programs;
- (f) to report to the Governor-in-Council on matters concerning the administration and operations of the *Public Service Employment Act and Regulations*; and
- (g) to perform other duties and functions concerning the public service, assigned by the Governor-in-Council.

## Organization and Programs

The PSC is headed by a chairman and two other commissioners, each appointed by the Governor-in-Council for a 10-year term. When the first or a subsequent term of office ends, a commissioner may be re-appointed for a further term of not more than 10 years.

As chief executive officer, the chairman is responsible for all PSC activities.

The PSC has seven branches, plus several special program components which operate on a permanent basis.

### Secretariat Services Directorate

This directorate provides the Commission with advice and assistance in the coordination of policy submissions from PSC operating units, develops and/or analyzes policies affecting more than one organization component of the Commission, administers Sections 31 and 32 of the *Public Service Employment Act*, provides replies to Ministerial and Parliamentary inquiries, and regulates the flow of documentation to and from the Commission.

### Staffing Branch

Where the Commission has not delegated its authority for staffing the public service to deputy heads of departments, the Staffing Branch carries out the necessary recruitment, selection, placement, transfers, promotion, and human resource planning.

The Official Languages Directorate is responsible for the coordination of the parts of the official languages policy for which the Commission is responsible, including the determination of linguistic standards for bilingual positions, the Language Review Committee, and the development and the administration of the language assessment program.

The Office of Equal Opportunities for Women ensures that women are afforded the same opportunities as men within the public service, and that qualified women are encouraged to compete for positions at the higher levels.

The Office of Native Employment undertakes to promote public service employment opportunities and career development for Indian, Inuit, and Métis people.

The Career Assignment Program's function is the development of potential executives from middle management ranks within the public service. It operates an assessment centre for the selection of candidates for its courses, and it arranges job assignments for participants who have completed the initial in-residence training phase of the program.

The Black Employment Program was undertaken in 1973 to promote public service employment opportunities for black people in the Halifax area.

### Executive Programs Branch

The Executive Programs Branch is responsible for the staffing of senior executive and equivalent level positions, human resource planning, career counselling and policy development at the executive levels.

## Staff Development Branch

This branch is responsible for developing and providing executive, professional, managerial and supervisory training to public servants throughout Canada. In response to departmental demand, it provides either standard courses or training events custom-designed to suit the specific requirements of a department or a group of departments.

Northern Careers Program promotes, through training, federal public service employment and career opportunities for Indian, Inuit and Métis persons living north of the sixtieth parallel. The program is administered by the Commission on behalf of the Department of Indian and Northern Affairs.

## Appeals and Investigations Branch

This branch hears appeals from public servants against alleged breaches of the *Public Service Employment Act* involving appointment, promotion, demotion or release. Its decisions are binding on the Commission and can be set aside only by appeal to the Federal Court of Canada. The branch investigates complaints alleging discrimination in the public service from employees and from applicants for employment; it also investigates complaints of questionable staffing activities brought to its attention by any source and other complaints concerning personnel matters.

## Language Training Branch

This branch helps federal departments and agencies to realize departmental and individual objectives with respect to training in Canada's two official languages by providing on-going services related to orientation, development, evaluation and counselling.

## Audit Branch

This branch carries out audits of staffing activities in all departments and agencies that come under the *Public Service Employment Act*.

## Corporate Systems and Services Branch

This branch promotes and coordinates departmental management systems through the operations of the following directorates: administration, computer services, finance, information services, personnel and internal audit.

## **Regional Offices**

### **Halifax**

4th Floor, Royal Bank Bldg.,  
5161 George Street,  
Halifax, Nova Scotia.  
B3J 1M8

### **National Capital Region**

Chomley Building,  
400 Cooper Street,  
Ottawa, Ontario.  
K1A 0M7

### **Winnipeg**

Room 500, Credit Foncier Bldg.,  
286 Smith Street,  
Winnipeg, Manitoba.  
R3C 0K6

### **Vancouver**

Royal Centre, P.O. Box 1120,  
Room 500, 1055 West Georgia Street,  
Vancouver, B.C.  
V6E 3L4

### **Moncton**

Norwich-Union Building, 2nd Floor,  
100 Cameron Street,  
Moncton, New Brunswick.  
E1C 5Y6

### **Montréal**

Suite 1360, Place du Canada,  
1010 ouest, rue de la Gauchetière,  
Montréal, Québec.  
H3B 2R1

### **Toronto**

180 Dundas Street West,  
Suite 1100,  
Toronto, Ontario.  
M5G 2A8

### **Edmonton**

Room 300, Confederation Bldg.,  
10355 Jasper Avenue,  
Edmonton, Alberta.  
T5J 1Y6

### **Québec**

2 Place Québec, Suite 820,  
Québec, Québec.  
G1R 2B5

**Additional information** — policy questions should be directed to the Secretariat, all other questions to the Information Services Directorate.

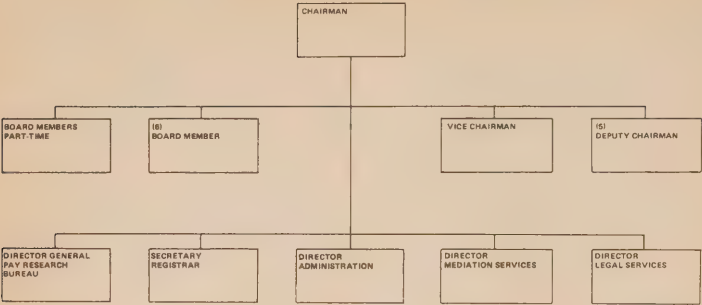
**Parliamentary Committee** — Miscellaneous Estimates Committee.

**Auditor** — Auditor General of Canada.





Public Service Staff Relations Board



# Public Service Staff Relations Board

## Head Office

140 O'Connor Street  
L'Esplanade Laurier  
4th floor, East Tower  
Ottawa, Ontario

## Mailing Address

P.O. Box 1525, Station "B"  
Ottawa, Ontario  
K1P 5V2

## Minister Designated

President of Queen's Privy Council for Canada

## Members of the Board

Chairman, J. Harold Brown, Q.C. (6/86) ..... Ottawa, Ont.

Vice-Chairman, J. Maurice Cantin, Q.C. (11/87) ..... Ottawa, Ont.

### Deputy Chairmen

Michelle Falardeau-Ramsay (12/84) ..... Ottawa, Ont.

Edward B. Jolliffe, Q.C. (3/79) ..... Ottawa, Ont.

David H. Kates (3/87) ..... Ottawa, Ont.

Leon Mitchell, Q.C. (1/86) ..... Ottawa, Ont.

### Full-time Members

Claude A. Edwards (1/81) ..... Ottawa, Ont.

Saul Frankel (8/82) ..... Ottawa, Ont.

Jean Galipeault (4/85) ..... Ottawa, Ont.

James C. Mayes (1/83) ..... Kemptville, Ont.

Donald G. Pyle (1/83) ..... Ottawa, Ont.

Russell Steward (2/82) ..... Ottawa, Ont.

### Part-time Members

#### (Adjudication)

R.D. Abbott ..... Ottawa, Ont.

D.M. Beatty ..... Toronto, Ont.

G. Gail Brent ..... London, Ont.

Howard D. Brown ..... Toronto, Ont.

Lorne O. Clarke, Q.C. ..... Truro, N.S.

G. DesCôteaux ..... Ottawa, Ont.

R. Doucet ..... Montréal, Qué.

P. Garant ..... Québec, Qué.

P.A. Lachapelle ..... Montréal, Qué.

R. Laperrière ..... Montréal, Qué.

Emile Moalli ..... Montréal, Qué.

A. Montpetit ..... Montréal, Qué.

K.E. Norman ..... Saskatoon, Sask.

J. Donald O'Shea, Q.C. ..... Toronto, Ont.

C.G. Simmons ..... Kingston, Ont.

J.C. Smith ..... Vancouver, B.C.

P. Verge ..... Québec, Qué.

J.F.W. Weatherill ..... Toronto, Ont.

### Part-time Members

#### (Arbitration)

A.W.R. Carrothers ..... Vancouver, B.C.

Roy A. Gallagher, Q.C. ..... Winnipeg, Man.

R. Lippé, Q.C. ..... Montréal, Qué.

## Principal Officers

Secretary/Registrar .....	Garry E. Plant
Director, Legal Services .....	J.E. McCormick
Director, Mediation Services .....	Ken Strike
Director, Administration .....	J.M. Weldon
Director General, Pay Research Bureau .....	Robert C. DesLauriers

## Historical Background

The Public Service Staff Relations Board was established in 1967 by the *Public Service Staff Relations Act* (now RSC 1970 c. P-35). The board is designated as a department within the meaning and purpose of the *Financial Administration Act* (O.I.C. 1967-635, April 4, 1967). By O.I.C. 1968-2032 of October 29, 1968 the board was declared to be a Separate Employer under the provisions of the *Public Service Staff Relations Act*.

Prior to October 1, 1975, arbitration and adjudication were separate institutions under the *Public Service Staff Relations Act* drawing administrative and support services from the board. Amendments to the Act proclaimed in effect from October 1, 1975, placed these functions within the responsibility of the board.

## Overall Responsibilities

The board is an independent body whose members are appointed for specified periods and who hold office during good behavior. It is responsible for the administration of the *Public Service Staff Relations Act*, which established a system of collective bargaining, a grievance process and an adjudication procedure for the federal Public Service as defined in the Act. These responsibilities include such matters as determination of bargaining units, certification and decertification of bargaining agents, arbitration of interest disputes, adjudication of rights disputes and generally providing an administrative structure within which the rights and responsibilities of the employers and employees in the federal Public Service may be exercised and/or enforced.

## Organization

Pursuant to amendments to the *Public Service Staff Relations Act* which were proclaimed effective October 1, 1975, the board consists of a full-time public member board as distinguished from the part-time board which existed prior to the amendments and whose members were representative of the interests of either the employer or the employees. The board now consists of a chairman, a vice-chairman, not less than three deputy chairmen and such other full-time members and such part-time members as the Governor-in-Council considers necessary to discharge the responsibilities of the board. All appointments are during good behavior and are for periods not exceeding seven years with the exceptions of the chairman, vice-chairman and deputy chairmen whose appointments are for periods not exceeding ten years.

Part-time members are appointed either for the purpose of adjudicating upon grievances which have been referred to adjudication or for chairing divisions of the board which have been assigned responsibility for the issuance of arbitral awards.

## Pay Research Bureau

When collective bargaining was introduced into the Public Service in 1967, the Pay Research Bureau, which was established in 1957 as a branch of the then Civil Service Commission, was placed under the administrative jurisdiction of the Public Service Staff Relations Board. The bureau conducts surveys and research to obtain information on rates of pay, employee earnings, conditions of employment and related practices prevailing both inside and outside the federal Public Service primarily to meet the needs of the parties to collective bargaining in the Public Service. The bureau receives advice in the planning of its survey activity from the Advisory Committee on Pay Research which is a body composed of representatives of all employers and bargaining agents coming under the provisions of the *Public Service Staff Relations Act*.

**Additional Information** — All requests for information should be sent to the Chairman.

**Parliamentary Committee** — Standing Committee on Miscellaneous Estimates.

**Auditor** — Auditor General of Canada.

# Representation Commissioner

440 Coventry Road  
Ottawa, Ontario  
K1A 0R7

## Minister Designated

Secretary of State

## Principal Officer

Representation Commissioner ..... Nelson Castonguay

## Historical Background

The Office of the Representation Commissioner was established on December 21, 1963 under the *Representation Commissioner Act* (now RSC 1970 c. R-6).

The Representation Commissioner is appointed by resolution of the House of Commons and holds office during good behaviour, but is removable by the Governor General on address of the Senate and the House of Commons, and ceases to hold such office upon attaining the age of 65 years.

The Office of the Representation Commissioner is designated as a department; the Secretary of State as Appropriate Minister; and the Representation Commissioner as deputy head within the meaning and purpose of the *Financial Administration Act* (OIC P.C. 1963-1905, 23 Dec 1963).

## Overall Responsibilities

The Commissioner carries out the following duties and such other duties and functions as are assigned to him by the Parliament of Canada; and may carry out such other assignments and engage in such other activities as may be authorized by the Governor-in-Council:

- (a) The Representation Commissioner is a member of each of the eleven electoral boundaries commissions established for each province and the Northwest Territories under the authority of the *Electoral Boundaries Readjustment Act*. (RSC 1970, c. E-2, as amended) to report upon the readjustment of the representation of the provinces in the House of Commons and to provide for the readjustment of such representation.
- (b) As soon as possible after the completion of any decennial census, the Representation Commissioner must prepare maps showing the distribution of population in each province and the Northwest Territories and setting out alternative proposals respecting the boundaries of electoral districts in each province and the Northwest Territories, and must thereupon supply such maps to the appropriate electoral boundaries commission.
- (c) The Representation Commissioner is also responsible for supplying administrative and financial services to the eleven electoral boundaries commissions.

**Additional Information** — all queries should be directed to the Representation Commissioner.

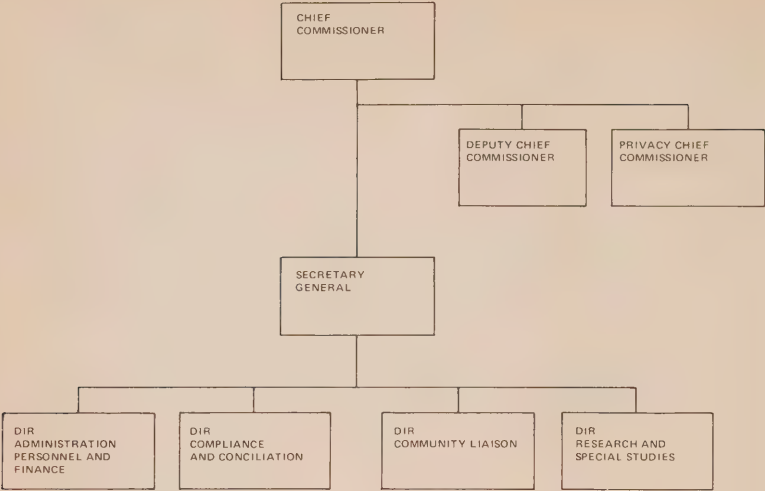
**Parliamentary Committee** — Standing Committee on Privileges and Elections.

**Auditor** — Auditor General of Canada.





Canadian Human Rights Commission



# Canadian Human Rights Commission

## Head Office

Jackson Building, 4th Floor,  
257 Slater Street,  
Ottawa, Ontario.  
K1A 1E1

## Minister Designated

Minister of Justice

## Commissioners

Chief Commissioner .....	R.G.L. Fairweather
Deputy Chief Commissioner .....	Rita Cadieux
Privacy Commissioner .....	Inger Hansen
Part-time Commissioners .....	Rev. Malcolm MacDonell
	Martin A. Aster
	Prof. Walter Tarnopolsky
	Ellen Schmeiser
	Gloria George

## Principal Officers

Secretary General .....	Martha Hynna
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## Historical Background

The *Canadian Human Rights Act* (Statutes of Canada 1976-77 c.33) received Royal Assent on July 14, 1977. Part II of the Act which established the Canadian Human Rights Commission was proclaimed to come into force on August 10, 1977, and the remainder of the Act was proclaimed to come into force on March 1, 1978. The Commission is composed of three full-time Commissioners, five part-time Commissioners and a staff appointed in accordance with the *Public Service Employment Act*. The Commission reports to the Parliament of Canada through the Minister of Justice.

## Overall Responsibilities

The Canadian Human Rights Commission is charged with the responsibility of dealing with complaints of prohibited discriminatory practices which may take place in any federal government department or agency, or any federal work, undertaking, or business coming under the legislative authority of the Parliament of Canada and also to undertake public education and research. The prohibited grounds of discrimination are race, national or ethnic origin, colour, religion, age, sex, marital status, conviction for which a pardon has been granted and, in matters related to employment, physical handicap. The Commission, through the office of the Privacy Commissioner, is further charged with receiving, investigating and reporting in respect of complaints from individuals who allege that they are not being accorded their rights in relation to personal information held in information banks of the Government of Canada. The Commission has wide powers including the establishment of human rights tribunals which may make orders that are enforceable in the Courts ordering the discriminatory practices cease and that victims be compensated.

## **Organization and Programs**

The Commission is composed of the Office of the Chief Commissioner, the Privacy Commissioner, the Secretary General and three Branches: Complaints and Conciliation, Community Liaison and Administration, Personnel and Finance.

### **Office of the Chief Commissioner**

The three full-time and five part-time Commissioners constitute the policy-making component of the Commission's management structure. The Chief Commissioner is the chief executive officer responsible to Parliament for Commission activities under Parts II and III of the Act. The Deputy Chief Commissioner carries out delegated responsibilities and, in the absence of the Chief Commissioner, assumes full responsibility.

### **Privacy Commissioner**

Part IV of the Act establishes certain rights in respect of personal information and defines the authority and duties of the Privacy Commissioner. The Privacy Commissioner investigates complaints from individuals that they have not been accorded rights to which they are entitled in respect of personal information held in federal information banks. An independent investigation will be made of each complaint and the Privacy Commissioner may make a recommendation to a Minister to reconsider decisions in relation to personal information. The complainant will be informed of the findings of the investigation.

### **Secretary General**

The Secretary General is the Commission's principal staff officer with over-all management responsibility for its operational functions (less those of the Privacy Commissioner) and legal, financial, personnel and general administrative support. The Secretary General chairs the Commission management committee. The General Counsel and Legal Adviser provide legal expertise in all areas of Commission responsibility. They also represent the Commission before Human Rights Tribunals and the Federal Court of Canada.

### **Complaints and Conciliation Branch**

The Complaints and Conciliation Branch undertakes the investigation and conciliation of complaints based on any of the prohibited grounds of discrimination, except those which concern equal pay for equal value as described in Section II of the Act. In addition the Branch is responsible for special programs involving affirmative action and for activities to ensure compliance with the Act. The regional offices are components of this Branch.

### **Community Liaison Branch**

Responsibilities of this Branch embrace cooperation and coordination with provincial human rights agencies, human rights related organizations and a broad spectrum of community groups and agencies for which common objectives can be pursued. They also include active participation in education and other programs to increase understanding of human rights in Canada, the role and work of the Commission and to encourage positive attitudinal changes in respect to discrimination. The Branch is also responsible for information activities to inform the general public of matters relevant to the Commission's activities.

## Administration, Personnel and Finance Branch

This Branch is responsible for general administrative services to the Commission. These services include: personnel, financial, purchasing, accommodation, material management, records, tribunal registrar services, facilities for meetings, library resources, security and office services.

### Regional Offices

There are currently five regional offices authorized: Halifax, Montreal, Toronto, Winnipeg and Vancouver. These offices are microcosms of the Complaints and Conciliation Branch, with additional representative functions in the area of community relations.

**Parliamentary Committee** — Miscellaneous Estimates Committee.

**Auditor** — Auditor General of Canada.

**Statutes** — No statute is administered by the Commission.



## The Judiciary — Introduction

According to section 101 of the *British North America Act*, the Parliament of Canada may provide for the constitution, maintenance, and organization of a general court of appeal for Canada, and for the establishment of any additional courts for the better administration of the laws of Canada. Under this authority there have been established the Supreme Court of Canada, which is now the final court of appeal for Canada, and the Federal Court of Canada. The latter consists of two divisions, the Federal Court — Appeal Division known as the Federal Court of Appeal, and the Federal Court — Trial Division.

There also have been established several boards that are designated by statute as courts of record, e.g., the Tariff Board, Immigration Appeal Board, and the Canadian Transport Commission.

The *British North America Act* provides that the Governor General shall appoint the Judges of the Superior, District and County Courts in each province except those of the Courts of Probate in Nova Scotia and New Brunswick. It also provides that the salaries, allowances, and pensions of the judges so appointed shall be fixed and provided by the Parliament of Canada. This publication does not deal with the constitution and organization of these provincial courts.

By virtue of the provisions of the *Supreme Court Act* and the *Federal Court Act*, judges of those courts hold office during good behaviour up to the age of 75 years, except for Federal Court Judges appointed after the first day of June 1971, who cease to hold office upon attaining the age of 70 years. Supreme Court and Federal Court Judges are removable by the Governor General on address of the Senate and House of Commons.

The provisions concerning salaries, allowances, and pensions of judges are found in the *Judges Act* (RSC 1970 c. J-1, as amended).





# Court Martial Appeal Court

Supreme Court of Canada Building  
Wellington Street  
Ottawa, Ontario  
K1A 0H9

## President

The Honourable Mr. Justice Hugh F. Gibson  
The Federal Court of Canada, Trial Division

## Judges

The Hon. Mr. Justice George A. Addy  
The Federal Court of Canada, Trial Division

The Hon. Mr. Justice Alphonse Barbeau  
The Superior Court of Québec

The Hon. Mr. Justice Yves Bernier  
The Superior Court of Québec

The Hon. Mr. Justice Angus Alexander Cattanach  
The Federal Court of Canada, Trial Division

The Hon. Mr. Justice Frank U. Collier  
The Federal Court of Canada, Trial Division

The Hon. Mr. Justice Raymond G. Decary  
The Federal Court of Canada, Trial Division

The Hon. Mr. Justice Ignace-J. Deslauriers  
The Superior Court of Québec

The Hon. Mr. Justice David M. Dickson  
The Supreme Court of New Brunswick, Queen's Bench Division

The Hon. Mr. Justice J.E. Dubé, P.C.  
The Federal Court of Canada, Trial Division

The Hon. Mr. Justice Yves Forest  
The Superior Court of Québec

The Hon. Mr. Justice Gordon C. Hall  
The Supreme Court of Manitoba, Court of Appeal

The Hon. Mr. Justice Gordon L.S. Hart  
The Supreme Court of Nova Scotia, Trial Division

The Hon. Mr. Justice Darrel V. Heald  
The Federal Court of Canada, Court of Appeal

The Hon. Mr. Justice James K. Hugessen  
Associate Chief Justice of The Superior Court of Québec

The Hon. Mr. Justice Wilbur Roy Jackett  
Chief Justice of The Federal Court of Canada

The Hon. Mr. Justice Arthur R. Jessup  
The Supreme Court of Ontario, Court of Appeal

- The Hon. Mr. Justice Gerald Eric Le Dain  
The Federal Court of Canada, Court of Appeal
- The Hon. Mr. Justice M.A. MacPherson  
Court of Queen's Bench of Saskatchewan
- The Hon. Mr. Justice Patrick M. Mahoney, P.C.  
The Federal Court of Canada, Trial Division
- The Hon. Mr. Justice Louis Marceau  
The Federal Court of Canada, Trial Division
- The Hon. Mr. Justice Goldwin Arthur Martin  
The Supreme Court of Ontario, Court of Appeal
- The Hon. Mr. Justice William R. McIntyre  
The Supreme Court of British Columbia, Court of Appeal
- The Hon. Mr. Justice Lawrence T. Pennell  
The Supreme Court of Ontario, Trial Division
- The Hon. Mr. Justice Louis Pratte  
The Federal Court of Canada, Court of Appeal
- The Hon. Mr. Justice William F. Ryan  
The Federal Court of Canada, Court of Appeal
- The Hon. Mr. Justice William R. Sinclair  
The Supreme Court of Alberta, Appellate Division
- The Hon. Mr. Justice Arthur Louis Thurlow  
Associate Chief Justice of The Federal Court of Canada
- The Hon. Mr. Justice John J. Urie  
The Federal Court of Canada, Court of appeal
- The Hon. Mr. Justice David R. Verchere  
The Supreme Court of British Columbia, Trial Division
- The Hon. Mr. Justice A.A.M. Walsh  
The Federal Court of Canada, Trial Division

## Principal Officers of the Registry

Administrator of the Court ..... Walter C. Collier  
 Assistant Administrator ..... Robert Biljan

## Historical Background

The Court Martial Appeal Court is a superior court of record established by an amendment to Section 190 of the *National Defence Act* assented to March 20, 1959 (now RSC 1970 c. N-4, Part IX, sec. 201).

## Constitution of the Court

The Court Martial Appeal Court of Canada consists of the President and 30 other Judges.

These Judges are Judges of the Federal Court of Canada or of the Trial or Appeal Divisions of the Superior Courts of the Provinces of Canada. They each hold a separate patent for the Court Martial Appeal Court of Canada issued under the Great Seal of Canada. Three Judges of the Court Martial Appeal Court constitute a quorum.

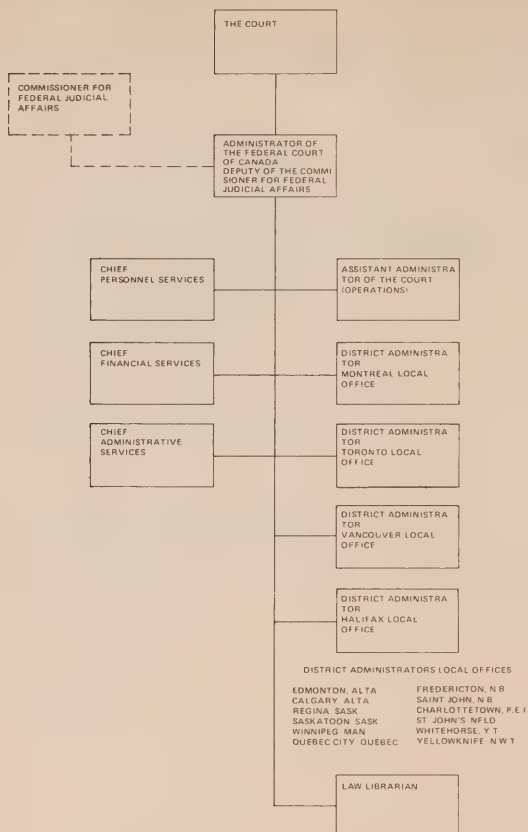
The appeal from the decisions of the Court Martial Appeal Court of Canada on a point of law may be had to the Supreme Court of Canada. (See section 208 of the *National Defence Act*.)

The Court Martial Appeal Court of Canada may sit and hear appeals at any place in Canada or beyond Canada where Canadian Forces are situated.

## Registry of the Court

The Administrator of the Federal Court of Canada is *ex officio* the Administrator of the Court Martial Appeal Court and the officers, clerks and employees appointed to the Federal Court perform the duties of their respective offices in relation to the Court Martial Appeal Court.

# Federal Court of Canada



# Federal Court of Canada

Supreme Court of Canada Building  
Wellington Street  
Ottawa, Ontario  
K1A 0H9

## Chief Justice

The Honourable W.R. Jockett

## Associate Chief Justice

The Honourable Arthur Louis Thurlow

## Appeal Division

President, Chief Justice W.R. Jockett

### Judges

The Hon. Mr. Justice Louis Pratte  
The Hon. Mr. Justice Darrell Verner Heald  
The Hon. Mr. Justice John J. Urie  
The Hon. Mr. Justice William F. Ryan  
The Hon. Mr. Justice Gerald E. Le Dain

## Trial Division

President, Associate Chief Justice Arthur Louis Thurlow

Judicial Administrator (Trial Division), Pauline C. Aubut

### Judges

The Hon. Mr. Justice A. Alex. Cattanach  
The Hon. Mr. Justice Hugh Francis Gibson  
The Hon. Mr. Justice Allison Mariotti Walsh  
The Hon. Mr. Justice Frank U. Collier  
The Hon. Mr. Justice George A. Addy  
The Hon. Mr. Justice Patrick M. Mahoney, P.C.  
The Hon. Mr. Justice Raymond G. Décary  
The Hon. Mr. Justice Jean-Eudes Dubé, P.C.  
The Hon. Mr. Justice Louis Marceau

## Principal Officers of the Registry

Administrator of the Federal Court of Canada ..... Walter C. Collier

Assistant Administrator (Operations) ..... Robert Biljan

### District Administrators — Local Offices

Montréal, Québec .....	Joseph L. Daoust
Toronto, Ont .....	J. Alfred Preston
Vancouver, B.C. ....	David Barry Tait
Halifax, N.S. ....	R.C. Howell
Edmonton, Alta .....	David William Boyd
Calgary, Alta .....	William H. Dalgleish
Regina, Sask .....	Frederick C. Newis
Saskatoon, Sask .....	(vacant)
Winnipeg, Manitoba .....	Allen Rouse
Québec City, Québec .....	R. Renault
Fredericton, N.B. ....	A.M. DiGiacinto
Saint John, N.B. ....	B.R. Guss



Charlottetown, P.E.I. ....	George MacMillan
St. John's, Nfld. ....	Clarence H. Stirling
Whitehorse, Y.T. ....	A.A. Schmidt
Yellowknife, N.W.T. ....	Alexander Stewart
Chief, Personnel Services ....	Gerald Parlee
Chief, Financial Services ....	Mrs. M. Leeson
Chief, Administrative Services ....	P.R. Gaudet
Law Librarian ....	M. Bachand

## Administrative Machinery of the Court (Registry)

The Court has one Registry for all of Canada. That Registry consists of a principal office in Ottawa and other offices in the different parts of the country where the convenience of litigants makes it expedient that there be such offices.

The Administrator of the Court is the chief officer of the Court, having overall responsibility for the operation of the Registry in the management of its offices and the control and supervision of the officers and employees of the Court. This includes the administration of legal proceedings within the Court in accordance with statutes and regulations and in accordance with such directions as may be given by the Chief Justice prescribing of the duties to be performed by the Registry Staff and the titles by which they shall be known for the purpose of the Federal Court Rules.

By appointment pursuant to Part III of the *Judges Act*, the Administrator of the Federal Court of Canada is Deputy of the Commissioner for Federal Judicial Affairs. Under direction of the Commissioner, he is responsible for preparing budgetary submissions, and for such other administrative arrangements as are necessary to ensure that all reasonable requirements (including those for the premises; equipment and other supplies and services and for officers, clerks and employees) of the Federal Court of Canada, for the carrying out of its operations, are provided for in accordance with the law.

For the purpose of the *Public Service Employment Act* and other Acts of Parliament of Canada, the Administrator of the Federal Court of Canada is Deputy Head of the officers and employees of the Court appointed under subsection 14(2) of the *Federal Court Act*.

## Constitution of the Court

The Federal Court of Canada was established by the *Federal Court Act* (RSC 1970 c. 10 [2nd Supp.]) and is a court of law, equity and admiralty. It is a superior court of record having civil and criminal jurisdiction.

The Court is divided into two divisions — Appeal Division and Trial Division. The Appeal Division may be called the Court of Appeal or Federal Court of Appeal.

The Court of Appeal consists of the Chief Justice of the Federal Court of Canada and five other judges. The Trial Division consists of the Associate Chief Justice of the Federal Court of Canada and nine other judges. Every judge is an *ex officio* member of the Division of which he is not a regular member.

In addition to the establishment of full-time judges, an added capacity to cope with the purely judicial work of the Court is provided by the authority to request retired federally-appointed judges to act as deputy judges of the court. This authority extends also to federally-appointed judges who are still in office, but only with the consent of the appropriate chief justice or attorney general. Former district judges in admiralty are also deputy judges of the Court and their services can be utilized on a limited basis.

While all the full-time judges must reside in or near the National Capital Region, each division of the Court can sit any place in Canada. The place and time of the sittings are arranged as nearly as may be to suit the convenience of the litigants.

## Jurisdiction of the Court

### Trial Division

#### Claims against the Crown

The Trial Division has original jurisdiction in all cases where relief is claimed against the Government of Canada. The expression “original jurisdiction” refers to the authority to entertain claims when they are first brought to court as opposed to a jurisdiction to entertain appeals from some other court. Except where otherwise provided, this jurisdiction is an “exclusive” jurisdiction. Except where otherwise provided, the Trial Division is the only court that has jurisdiction to entertain claims against the Government of Canada in the first instance. The main exceptions are a damage claim under \$1,000, which, if the claimant so chooses, may be brought in a provincial court under Part II of the *Crown Liability Act*, and a claim arising out of the activities of a corporate agency (meaning a Crown corporation) of the Crown which may, if the claimant so chooses, be enforced, under the statutes regulating the activities of the particular corporation, by action against the corporate agency in a provincial court.

#### Claims by the Crown

The Attorney General of Canada has an option of enforcing any claim of the Government of Canada which arises under a law of Canada either in the Trial Division or in any other court that has jurisdiction.

#### Miscellaneous cases involving the Crown

Where the Government of Canada and any other party have agreed that the Court shall do so, the Trial Division may decide what amount should be paid by one party to the other or any question of law, fact or mixed law and fact. The Trial Division has interpleader jurisdiction to determine to which of two or more persons the Crown is under an obligation. The Trial Division also has jurisdiction in relation to any matter coming within any following class of subjects, namely bills of exchange and promissory notes when the Crown is a party to the proceedings.

#### Crown Writ Proceedings

The Court has exclusive jurisdiction in relation to Crown Writ proceedings concerning members of the Canadian Forces serving outside Canada.

#### Relief against federal boards, commissions, and other tribunals

The Trial Division has exclusive jurisdiction of a very broad character in respect of federal boards, commissions and other tribunals. In the *Federal Court Act*, the expression “federal board, commission or other tribunal” means any body or person having, exercising or purporting to exercise jurisdiction or powers under an Act of the Parliament of Canada other than a superior, district or county court of a province or other body set up by provincial legislation. The Trial Division’s jurisdiction in respect of such tribunals is to issue: an injunction, a writ of certiorari, a writ of prohibition, a writ of mandamus, a writ of quo warranto, or to grant declaratory relief. This jurisdiction extends, in addition, to other proceedings designed to obtain equivalent relief such as actions against the Attorney General for a declaration.

The jurisdiction of the Trial Division in respect of federal boards, commissions and other tribunals is subject to two exceptions, namely:

- (1) where the Federal Court of Appeal has jurisdiction to hear and determine an application to review and set aside a decision or order of such a tribunal, the Trial Division has no jurisdiction to entertain any proceeding in respect of that decision or order; and
- (2) where there is a right of appeal under a federal statute to the Federal Court of Canada, to the Supreme Court of Canada, to the Governor-in-Council, or to the Treasury Board from a decision or order of such a tribunal, that decision or order is not subject to be reviewed or otherwise dealt with "to the extent that it may be so appealed" except "to the extent and in the manner" provided for in that statute.

### Inter-provincial and federal-provincial disputes

Section 19 of the Act operates in conjunction with certain provincial legislation to confer jurisdiction on the Trial Division in controversies between provinces or between Canada and a province.

### Industrial Property Matters

Section 20 of the Act must be read with such statutes as the *Patent Act*, the *Trade Marks Act*, the *Copyright Act*, and the *Industrial Design and Union Label Act* to ascertain the precise limits of the Court's jurisdiction in industrial property matters. Generally speaking, a person who claims an infringement of a right created by one of those statutes has a choice of proceeding in the appropriate provincial court or in the Federal Court of Canada. However, the jurisdiction of supervising the registration or grant of such rights is vested in the Federal Court. Thus, the Federal Court has a concurrent jurisdiction in infringement actions and an exclusive jurisdiction in impeachment or expungement proceedings.

### Admiralty Jurisdiction

Section 22 of the Act continues the admiralty jurisdiction (marine navigation and shipping) that was conferred on the Exchequer Court by the *Admiralty Act*, but without the limitations on such jurisdiction imposed by that statute when it conferred the jurisdiction of the High Court of Justice in England as of a time when the latter court was subject to various artificial statutory and other limitations on the original jurisdiction of the High Court of Admiralty.

### Income Tax and Estate Tax Appeals

Section 24 of the Act provides for the Trial Division exercising jurisdiction in the appeals that may be taken to the Federal Court from assessments under the *Income Tax Act* and the *Estate Tax Act*.

### Citizenship Appeals

Section 13 of the *Citizenship Act* provides for the Trial Division to exercise jurisdiction in appeals from decisions of a Citizenship Judge appointed under Section 25 of the *Citizenship Act*.

### Aeronautics — interprovincial works and undertakings

Concurrent jurisdiction is conferred on the Trial Division by section 23 of the Act in respect of a claim in relation to a matter coming within either of the above classes of subjects unless such jurisdiction has been otherwise specially assigned.

## Residuary Jurisdiction

Section 25 of the Act confers original jurisdiction on the Trial Division in any case in which a claim for relief is made under the laws of Canada if there is no other Canadian court that has such jurisdiction.

## Miscellaneous Jurisdiction of Trial Division

Many federal statutes confer jurisdiction in specific matters on the Federal Court. If, in any matter other than an “appeal,” such a statute does not specify whether jurisdiction is conferred on the Trial Division or the Court of Appeal, the Trial Division has jurisdiction. In any such case, however, the jurisdiction may be transferred to the Court of Appeal.

## Federal Court of Appeal

### Appeals from Trial Division

The Court of Appeal has jurisdiction in appeal from every decision of the Trial Division whether that decision is an interlocutory decision or a final one.

### Appeals from Other Tribunals

Various statutes, as amended by the *Federal Court Act* or as enacted at the same time as that Act or since, provide for an appeal to the Federal Court of Appeal. In other cases, there is provision for an appeal to the Federal Court without specifying which division has jurisdiction. In the latter cases, except in the case of an income tax or estate tax appeal, the jurisdiction is vested in the Court of Appeal unless it has been transferred to the Trial Division.

Among the statutes providing expressly for an appeal to the Court of Appeal are the *Broadcasting Act*, the *Immigration Appeal Board Act*, the *National Energy Board Act*, the *Railway Act*, and the *Government Railways Act*.

Such statutes as the *Canada Shipping Act*, the *Canadian and British Insurance Companies Act*, the *Excise Tax Act*, the *Patent Act*, and the *Trade Marks Act* provide for appeals to the Federal Court. Such appeals are appeals to the Court of Appeal by virtue of section 30 except in the case of certain appeals under the *Canada Shipping Act* and the *Trade Marks Act* where jurisdiction has been transferred to the Trial Division under section 30(2) of the Act.

## Review of decisions of federal boards and commissions

Section 28 of the Act confers on the Federal Court of Appeal a jurisdiction to hear and determine an application to review and set aside a decision of a federal board, commission or other tribunal:

- (a) if the decision is not of an administrative character, or
- (b) even if the decision is of an administrative character, if it is required by law (expressly or implicitly) to be made on a judicial or quasi-judicial basis.

Section 28 applies to a decision of any tribunal having, exercising, or purporting to exercise powers conferred by or under a federal statute other than a superior, county or district court of a province or other body constituted by or under provincial law. It does not apply to a decision or order of the Governor-in-Council, the Treasury Board, a superior Court or the Pension Appeals Board, or to a decision or order concerning “service” offences under the *National Defence Act*. Furthermore, section 28 does not apply to the extent that there is a right of appeal to the Federal Court itself, the Supreme Court of Canada, the Governor-in-Council, or the Treasury Board.



Unlike the jurisdiction conferred by Section 18 on the Trial Division, which is a jurisdiction in respect of pre-existing well-known remedies, the jurisdiction conferred by section 28 on the Court of Appeal is defined in the statute itself. It is a jurisdiction to review and set aside a decision made by a tribunal on the ground that the tribunal did one of three things, viz:

- (a) failed to observe a principal of natural justice, or otherwise acted beyond or refused to exercise its jurisdiction;
- (b) erred in law in making its decision or order, whether or not the error appears on the face of the record, or
- (c) based its decision or order on an erroneous finding of fact that it made in a perverse or capricious manner or without regard for the material before it.

The jurisdiction of the Court of Appeal under section 28 is not an appeal jurisdiction. It is a jurisdiction to "set aside" a decision of a board, commission or other tribunal, but does not involve a power to substitute a decision of the Court of Appeal for the decision of the tribunal.

Another important feature of this jurisdiction is that, unlike the situation in other proceedings in the Court of Appeal, a duty is imposed on the Court to ensure that applications to "set aside" are determined "without delay." In other matters, if the parties concur in delay, the Court has no duty to interfere. In applications to "set aside," the Court has a duty to act, of its own motion, to ensure that each application is "heard and determined" without delay.

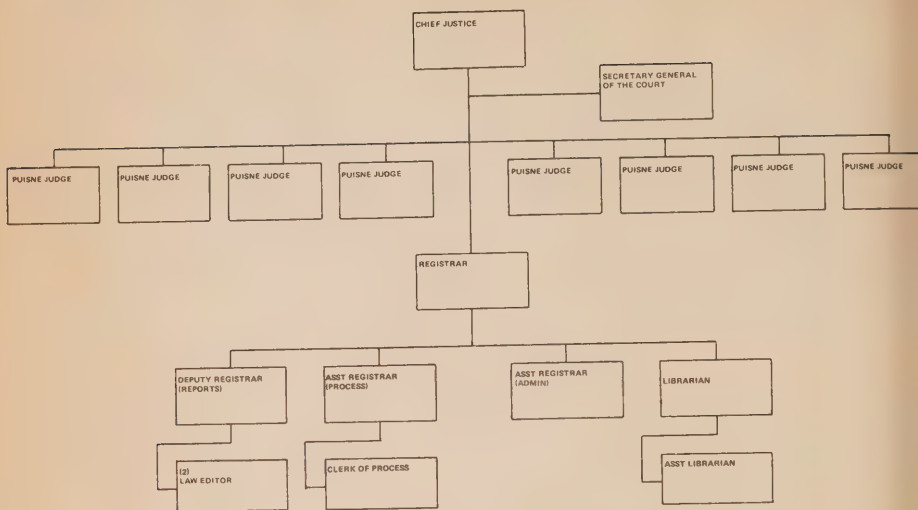
### References by federal boards and commissions

Where an application may be made to "set aside" a decision of a board, commission, or other type of tribunal, these tribunals may, at any stage of the proceedings, refer any question or issue of law, or jurisdiction, or of practice and procedure to the Court of Appeal for hearing and determination. In respect of such a reference, the Court has a duty, as in the case of an application to "set aside", to ensure that the matter is heard and determined without delay.





# Supreme Court of Canada



# Supreme Court of Canada

Wellington Street  
Ottawa, Ontario  
K1A 0J1

## Chief Justice of Canada

The Right Hon. Bora Laskin, P.C.

## Puisne Judges

The Hon. Mr. Justice Ronald Martland  
The Hon. Mr. Justice Roland Almond Ritchie  
The Hon. Mr. Justice Wishart Flett Spence  
The Hon. Mr. Justice Louis-Philippe Pigeon  
The Hon. Mr. Justice Robert George Brian Dickson  
The Hon. Mr. Justice Jean Beetz  
The Hon. Mr. Justice Willard Z. Estey  
The Hon. Mr. Justice Yves Pratte

## Principal Officers

Registrar .....	Gérard Bertrand, Q.C.
Deputy Registrar (Court Reports) .....	Mills Shipley
Assistant Registrar (Process) .....	R.P. Boudreau
Clerk of Process .....	E.J. Bisson
Chief Librarian .....	R. Boulton, Q.C.
Assistant Registrar (Administration) .....	A.D. Taylor

## Historical Background

The Supreme Court of Canada was established in 1875 by the *Supreme and Exchequer Court Act* (now the *Supreme Court Act* RSC 1970 c. S-19 as amended by RSC 1970 [1st Supp.], c.44, 1974-75-76, c.18).

## Overall Responsibilities

The Supreme Court has jurisdiction as a court of appeal in both civil and criminal cases throughout Canada. The judgment of the Court is final and conclusive. The Supreme Court is also required to advise on questions referred to it by the Governor in Council. Under section 55 of the *Supreme Court Act*, important questions concerning the interpretation of the *British North America Act*, the constitutionality or interpretation of any federal or provincial law, the powers of Parliament or of the provincial legislatures or of both levels of government, among other matters, may be referred by the Government to the Supreme Court for consideration.

In civil cases, appeals may be brought from any final judgment of the highest court of last resort in a province by obtaining leave to do so from that court or from the Supreme Court itself. The Supreme Court will grant permission to appeal if it is of the opinion that a question of public importance is involved, one that transcends the immediate concerns of the parties to the litigation.

In criminal cases, the Court will hear appeals as of right concerning indictable offences where an acquittal has been set aside or where there has been a dissenting judgment on a point of law in a provincial court of appeal. The Supreme Court may, in addition, hear appeals on questions of law concerning both summary convictions and all other indictable offences if permission to appeal is first granted by the Court.

The Supreme Court sits only in Ottawa and holds three sessions during the year. Hearings are open to the public.

The first session begins the fourth Tuesday in January and ends just before Easter; the second session begins the fourth Tuesday in April and continues to the end of June, and the third begins the first Tuesday in October and ends just before Christmas. The Court does not normally sit during July, August and September. While in session, the Court usually hears appeals Mondays, Tuesdays, Wednesdays and Thursdays from 10:30 a.m. to 1:00 p.m. and from 2:30 p.m. to 4:00 p.m. The first and third Mondays in each month are usually reserved for the hearing of motions for leave to appeal.

The court is responsible for its own administration and budgeting. Its estimates are submitted to Parliament by the Minister of Justice.

## **Constitution of the Court**

The Supreme Court consists of a chief justice, called the Chief Justice of Canada, and eight puisne judges, who are appointed by the Governor in Council. Any person may be appointed a judge who is or has been, a judge of a Superior Court of any of the provinces of Canada, or a barrister or advocate of at least ten years' standing at the bar of any of the provinces. At least three of the judges must be appointed from among the judges of the Court of Appeal or the Superior Court, of the Province of Québec, or the barristers or advocates of that province. The judges cease to hold office upon attaining the age of 75 years.

## **Registrar of the Court**

The Registrar is appointed by the Governor in Council and has the rank of Deputy Head. He must be a barrister of at least five years' standing. Subject to the direction of the Chief Justice, the Registrar oversees and directs the officers, clerks, and employees appointed to the Court. He also has authority to exercise such of the jurisdiction of a judge sitting in chambers as may be conferred upon him by general rules or orders under the *Supreme Court Act*.

## **Deputy Registrar**

The Deputy Registrar is also appointed by the Governor in Council and must be a barrister of at least five years' standing. He exercises and performs such powers and duties of the Registrar as are assigned to him by the Registrar.

The Deputy Registrar reports and publishes the judgments of the Courts.

## **Court Reports**

The reports of the decisions of the Court are published as the *Canada Supreme Court Reports/Recueil des arrêts de la Cour suprême du Canada*. These reports are available from the Department of Supply and Services, Ottawa, Ontario K1A 0S9.

## **Supreme Court Library**

The Library, which deals with both French civil law and English common law, is utilized by the judges and officials of both the Supreme Court of Canada and the Federal Court of Canada and by members of the legal profession practising before these courts. It is also accessible to, and is largely used by, departmental solicitors, members of the bar and students.

# Canadian Judicial Council

## Head Office

Varetté Building  
130 Albert Street  
Ottawa, Ontario  
K1A 0W8

## Members of the Council

Chairman, The Rt. Hon. Bora Laskin, P.C., Chief Justice of Canada      Ottawa, Ont.  
Vice-chairman, The Hon. Edward M. Culliton,  
Chief Justice of Saskatchewan      ..... Regina, Sask.

## Other Members

The Hon. F.W. Johnson  
Chief Justice  
Court of Queen's Bench  
for Saskatchewan (Regina)

the Hon. Adrien J. Cormier  
Chief Justice  
Queen's Bench Division  
Supreme Court  
of New Brunswick (Moncton)

The Hon. Gordon S. Cowan  
Chief Justice  
Trial Division  
Supreme Court  
of Nova Scotia (Halifax)

The Hon. Jules Deschênes  
Chief Justice  
Superior Court  
of Québec (Montréal)

The Hon. Archibald S. Dewar  
Chief Justice  
Court of Queen's Bench  
for Manitoba (Winnipeg)

The Hon. G.T. Evans  
Chief Justice  
High Court  
Supreme Court  
of Ontario (Toronto)

The Hon. John L. Farris  
Chief Justice  
of British Columbia (Vancouver)

The Hon. Samuel Freedman  
Chief Justice  
of Manitoba (Winnipeg)

The Hon. Robert S. Furlong  
Chief Justice  
of Newfoundland (St. John's)

The Hon. William G.C. Howland  
Chief Justice  
of Ontario (Toronto)

The Hon. James K. Hugessen  
Associate Chief Justice  
Superior Court  
of Québec (Montréal)

The Hon. Charles J.A. Hughes  
Chief Justice  
of New Brunswick (Fredericton)

The Hon. Wilbur R. Jackett  
Chief Justice  
Federal Court  
of Canada (Ottawa)

The Hon. Ian M. MacKeigan  
Chief Justice  
of Nova Scotia (Halifax)

The Hon. Bert J. MacKinnon  
Associate Chief Justice  
Supreme Court  
of Ontario (Toronto)

The Hon. Gabrielle Vallée  
Associate Chief Justice  
Superior Court  
of Québec (Québec City)

The Hon. William A. McGillivray  
Chief Justice  
of Alberta (Calgary)

The Hon. James Valentine Milvain  
Chief Justice  
Trial Division  
Supreme Court  
of Alberta (Calgary)

The Hon. J.P. Nicholson  
Chief Justice  
of Prince Edward Island (Charlottetown)

The Hon. G. Edouard Rinfret  
Chief Justice  
of Québec (Montréal)

The Hon. Arthur S. Mifflin  
Chief Justice  
Trial Division  
Supreme Court  
of Newfoundland (St. John's)

The Hon. Nathan T. Nemetz  
Chief Justice  
Supreme Court  
of British Columbia (Vancouver)

The Hon. William D. Parker  
Associate Chief Justice  
High Court  
Supreme Court of Ontario (Toronto)

The Hon. Arthur L. Thurlow  
Associate Chief Justice  
Federal Court of Canada (Ottawa)

### Historical Background

The Canadian Judicial Council was established under sections 30-32 of the *Judges Act* (RSC 1970 c. J-1, as amended).

### Overall Responsibilities

The objectives of the council are to promote efficiency and uniformity, and to improve the quality of judicial service, in superior and county courts.

In furtherance of its objectives, the Council may

- (a) establish from time-to-time a conference of chief justices;
- (b) establish from time-to-time seminars for the continuing education of judges; and
- (c) subject to section 31, inquire and investigate complaints or allegations described in that section.

The council may investigate any complaint or allegation made in respect of a judge of a superior, district or county court.

After an inquiry or investigation under section 31 is completed, the council reports its conclusions and submits the record of the inquiry or investigation to the Minister of Justice.

After receipt of a report, the Governor-in-Council, on the recommendation of the Minister of Justice, may remove a county court judge from office.

After receipt of a report described in sub-section 32(1) in relation to an inquiry under this section, the Governor-in-Council, on the recommendation of the Minister of Justice, by order, may remove that person from office.

# The Executive — Introduction

The executive power in Canada is vested in the Queen by the *British North America Act, 1867*.

It consists of:

- (a) statutory power which is derived from the BNA Act and from legislation of Parliament; and
- (b) prerogative power which may be described as a residual authority of the Sovereign as Head of the State.

## Governor General

The Governor General is the Queen's representative in Canada. The executive function is expressed on behalf of the Queen by the Governor-in-Council.

The Governor-in-Council is the Governor General, the representative of the Queen as Sovereign of Canada, "acting by and with the advice of the Queen's Privy Council for Canada" (Section 13, BNA Act).

## Privy Council

The Privy council in both Canada and in the United Kingdom are the only bodies of their kind in the Commonwealth. The members of the Canadian Privy Council, when duly sworn, remain Privy Councillors for life; however, in actual constitutional practice the executive body is the Committee of the Privy Council (i.e. the Cabinet). The formal acts of the Governor-in-Council emerge as orders or minutes of council, supplemented when necessary by a proclamation.

## Cabinet

The Cabinet, headed by the Prime Minister, is composed of the ministers of the Crown who make up the administration of the day. Ministers are required to take an oath as Privy Councillors and, in addition, an oath of ministerial office. In practice, they are chosen from among the members of the House of Commons or Senate, or they seek election to the House of Commons shortly after their appointment to the Cabinet.

The Cabinet has no statutory basis; its functions rest on conventions and customs created in the development of a constitutional monarchy and democratic system. The Cabinet remains in office only so long as it retains the confidence of the House of Commons.

Cabinet Ministers are normally put in charge of departments which are established by statute.

There are also Ministers of State, some of whom are responsible for Ministries of State which are established to develop new and comprehensive policies in areas of federal concern. Other Ministers of State, and Ministers without portfolio may be assigned special responsibilities by the Governor-in-Council.

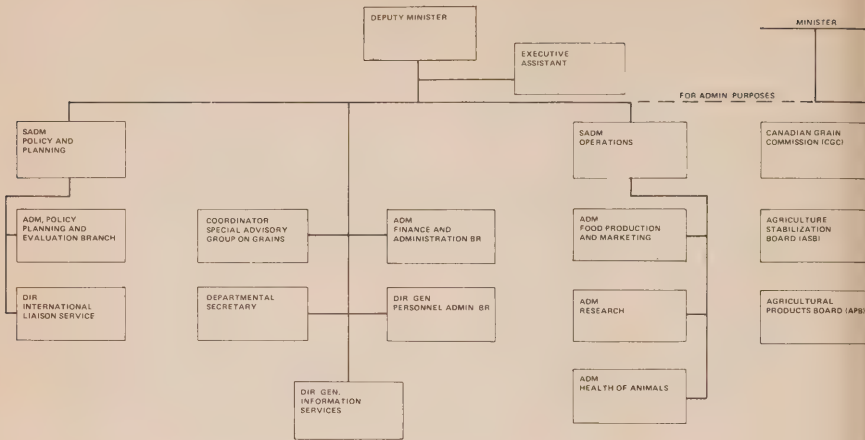
The numerous and varied activities of the government are co-ordinated by the Cabinet. As a policy-making body, the Cabinet is expected to provide Parliament and the country with policies required for governing Canada.

## Ministerial Responsibilities

The following information outlines the powers, duties, and functions of the branches of government that report to or through a minister of the Crown.



Department of Agriculture



# Department of Agriculture

## Head Office

Sir John Carling Building  
Central Experimental Farm  
Carling Avenue  
Ottawa, Ontario  
K1A 0C5

## Minister

Minister of Agriculture

## Principal Officers

Deputy Minister ..... Gaétan Lussier  
Senior Assistant Deputy Minister ..... Dr. G.I. Trant

## Historical Background

The Department of Agriculture (originally the Bureau of Agriculture created by an Act of the Legislature of the Province of Canada 1852) was established by an *Act of the Organization of the Department of Agriculture* SC 1867-68 c. 53, assented to May 22, 1868 — now the *Department of Agriculture Act* (RSC 1970 c. A-10).

## Organization and Programs

The department's organizational structure comprises seven branches, and several special administrations. The Minister of Agriculture is the executive head of the department. He is responsible to Parliament for initiating and administering all federal legislation relating to agriculture. Assisting him is the deputy minister who is the administrative head of the department and its senior public servant.

The deputy minister, the senior assistant deputy minister, and five assistant deputy ministers form a senior executive that formulates and directs the departmental programs within the framework of federal legislation. At present, the department administers some 36 Acts affecting the agricultural industry.

## Information Services

Using all channels of communication, Information Services conduct a public information program to keep the agricultural industry and the public informed about policies, programs, and activities of the department and of new knowledge gained from its agricultural research. Services are provided in both official languages through four sections: News Media Services, Public Services, Publications, Research and Development.

## Research Branch

This branch is the principal agricultural research organization serving Canadian agriculture. Its headquarters is located on the Central Experimental Farm at Ottawa, along with a research station and six research institutes (animal, biosystematics, chemistry and biology, food, soil, and engineering and statistical). An additional institute, specializing in research on the use of chemicals in pest control, is at London, Ontario. The branch also has 34 other establishments — research stations, experimental farms, and substations — located across Canada to serve areas of varied soil and climatic conditions.

The research program is problem-oriented with objectives specifically designed to solve the problems of production, protection, and utilization of Canada's major agricultural crops and animals. In addition, extensive soil surveys are carried out, and research is conducted on mycology and plant and insect taxonomy.

## **Food Production and Marketing Branch**

This branch administers legislation and carries out programs in agricultural production and marketing to assist producers to realize fair market returns. The branch is composed of the following twelve divisions.

### **Dairy, Fruit and Vegetable, Livestock, and Poultry Divisions**

These divisions are responsible for grading, inspection, market regulation, and promotion of dairy products; fresh and processed fruit, vegetables, honey, and maple products; livestock and livestock products; and poultry and poultry products, respectively.

### **Grains and Special Crops Division**

This division develops programs to assist producers of grains and special crops.

### **Plant Products Division**

This division regulates the farm inputs — feeds, fertilizers, control products (pesticides), and seeds — to ensure they are useful and effective, safe to man, animals, and the environment; and truthfully represented in the marketplace.

### **Plant Quarantine Division**

This division enforces regulations to prevent the introduction and spread of plant diseases and insects, maintains the high quality of seed potatoes, and ensures that plant and plant product exports meet requirements of importing countries.

### **Marketing Services Division**

This service provides marketing advisory services to the branch and the agricultural industry, and disseminates information on the production and marketing of agricultural products.

### **Food Advisory Services**

This service acts as a link between the department and consumers, co-operating in the development of markets for Canadian food products, and advising consumers on food buying, preparation, and grades.

### **Crop Insurance Division**

The main responsibility of this division is to administer the *Crop Insurance Act* which provides for federal contributions toward the costs of 10 provincially-operated crop insurance programs, and for either making loans to the provinces to pay indemnities in excess of reserves or re-insuring a major portion of the provincial risk involved in crop insurance programs.

## Small Farm Development Division

This division is responsible for administration and implementation of the Small Farm Development Program. This program operates in co-operation with the provinces and the Farm Credit Corporation, and provides assistance to small-scale farmers through a combination of advisory services, information, credit to acquire additional land, and cash assistance grants. Federal staff are seconded to some provinces to work with farmers to help them improve their management capability and to develop their farming operation.

## Canfarm Division

Canfarm is a national computerized farm accounting and management information system. The Division's main objective is to further the development of profitable farming through the use of the system, which is available to farmers on an individual and voluntary basis. Canfarm is a joint federal-provincial-university program. Provincial governments and affiliated agencies provide resources and staff to inform farmers of the system, to train them in its use, to interpret reports, and to provide farm management services to participating farms. The Division provides resources and staff for research and operational activities of the system.

## Health of Animals Branch

This branch is the veterinary agency of the department and operates throughout Canada. It carries out animal disease control and eradication measures. Branch inspectors at meat packing and other food processing plants ensure that hygienic and wholesomeness standards are met. Its laboratories conduct research and provide diagnostic services. Activities also include the Rabies Indemnification Program. Three divisions make up the branch.

## Contagious Diseases Division

In this division, veterinarians are engaged in the control and eradication of diseases established within Canada, and prevention of the entry of foreign animal diseases into the country. They ensure that health standards of export animals meet the requirements of importing countries.

## Meat Inspection Division

Veterinarians in the Meat Inspection Division carry out continuous ante and post-mortem inspection of all meat and poultry at various stages of processing. They ensure that processing is done under hygienic conditions and that meat products are wholesome and fit for human consumption and meet export standards. Other responsibilities involve the humane slaughter of food animals and the examination of meats imported into Canada. The division provides an interprovincial meat inspection service to provinces to allow inspection in plants not under federal jurisdiction.

## Animal Pathology Division

The staff of the Animal Pathology Division carry out research on animal diseases that could cause significant economic losses in livestock. They also ascertain the nature, causes and prevention of animal diseases. This division also provides diagnostic and consultative services in conjunction with the functions of the other two divisions, and on behalf of the livestock industry in general.

## Policy and Economics Branch

This branch provides the social science component, primarily economics, that is essential in developing policies and programs to:

- (a) help the agriculture and food industry achieve maximum growth;
- (b) maintain and enhance the industry's economic viability; and
- (c) meet the social requirements associated with regional economic disparities and personal welfare within the agriculture and food sector.

The branch identifies agricultural economic problems and opportunities, recommends policies and programs, and contributes to a better understanding of opportunities and problems through research. It projects trends and prospects in agriculture, disseminates economic information, and develops and operates certain national economic programs for agriculture.

The branch comprises a Program Co-ordination and Development Group, a Policy Advisory Group and four divisions: Marketing and Trade, Farm and Rural Development, Research, Administration. In addition to the headquarters office at Ottawa, the branch has regional offices at Truro, N.S.; Regina, Sask.; and Vancouver B.C. and has economists assigned to Research Branch stations at Charlottetown P.E.I.; Ste. Foy, Qué., and Lethbridge, Alta.

## Financial and Administration Branch

This branch develops and applies departmental administrative policies and procedures and advises the department's senior executive on administrative matters. It provides financial, property, material, office management, and consulting services for the department as a whole. The department's data processing and library services, and the emergency measures planning section are also in the domain of this branch.

## Personnel Administration Branch

This branch advice to line management on manpower development training, personnel research, classification and pay, staff relations, employment and staff services. In doing so, it serves a staff of about 10,000.

## Planning and Evaluation Branch

The Planning and Evaluation Branch is responsible for defining departmental objectives and the strategies to achieve them, and for co-ordinating and evaluating departmental programs related to Canada's food agricultural system. The Branch also maintains close liaison with all other branches, provincial governments, other federal departments and agencies, and with the food and agriculture industry. Its role is to keep the Department prepared for domestic and international developments in the areas of food and agriculture, bring new or pending developments to the attention of management and prepare contingency plans for consideration.

## International Liaison Service

This service, established in 1969, is the department's 'foreign affairs' arm. It maintains liaison on behalf of the department with international agencies such as the Food and Agriculture Organization, the Organization for Economic Co-operation and Development, and the World Food Program. The service co-ordinates departmental participation in these organizations, and in aid and development programs undertaken by the Canadian International Development Agency, the International Development Research Center, and international foundations. It also reports regularly on agriculture policy trends abroad and evaluates the impact of these changes on Canadian agriculture and trade.

## Statutes

The Minister is responsible for:

*Advance Payments for Crops Act* (RSC 1976-77 c. 12)  
*Agricultural Products Board Act* (RSC 1970 c. A-5)  
*Agricultural Products Co-operative Marketing Act* (RSC 1970 c. A-6)  
*Agricultural Products Marketing Act* (RSC 1970 c. A-7)  
*Agricultural Stabilization Act* (RSC 1970 c. A-9)  
*Animal Disease and Protection Act* (RSC 1974-75 c. 86 A-13)  
*Canada Agricultural Products Standards Act* (RSC 1970 c. A-8)  
*Canada Dairy Products* (RSC 1970 c. D-1)  
*Canada Grain Act* (RSC 1970 c. G-16)  
*Canadian Dairy Commission Act* (RSC 1970 c. C-7)  
*Cheese and Cheese Factory Improvement Act* (RSC 1970 c. C-17)  
*Cold Storage Act* (RSC 1970 c. C-22)  
*Criminal Code* (RSC 1970 c. C-34, Sec. 188 Race Track Supervision)  
*Crop Insurance Act* (RSC 1970 c. C-36)  
*Department of Agriculture Act* (RSC 1970 c. A-10)  
*Experimental Farm Stations Act* (RSC 1970 c. E-14)  
*Farm Credit Act* (RSC 1970 c. F-2)  
*Farm Products Marketing Agencies Act* (SC 1970-71-72 c. 65)  
*Farm Syndicates Credit Act* (RSC 1970 c. F-4)  
*Feeds Act* (RSC 1970 c. F-7)  
*Fertilizers Act* (RSC 1970 c. F-9)  
*Fruit, Vegetables and Honey Act* (RSC 1970 c. F-31)  
*Grain Futures Act* (RSC c. G-17)  
*Hay and Straw Inspection Act* (RSC 1970 c. H-2)  
*Humane Slaughter of Food Animals Act* (RSC 1970 c. H-10)  
*Inspection and Sale Act* (RSC 1970 c. I-14)  
*Livestock and Livestock Products Act* (RSC 1970 c. L-8)  
*Livestock Feed Assistance Act* (RSC 1970 c. L-9)  
*Livestock Pedigree Act* (RSC 1970 c. L-10)  
*Maple Products Industry Act* (RSC 1970 c. M-2)  
*Meat Inspection Act* (RSC 1970 c. M-7)  
*Milk Test Act* (RSC 1970 c. M-13)  
*Pest Control Products Act* (RSC 1970 c. P-10)  
*Pesticide Residue Compensation Act* (RSC 1970 c. P-11)  
*Plant Quarantine Act* (RSC 1970 c. P-13)  
*Prairie Farm Assistance Act* (RSC 1970 c. P-16)  
*Seeds Act* (RSC 1970 c. S-7)  
*Wheat Co-operative Marketing Act* (RSC 1970 c. W-9)



**Additional Information** — from the Information Services

**Parliamentary Committee** — Standing Committee on Agriculture

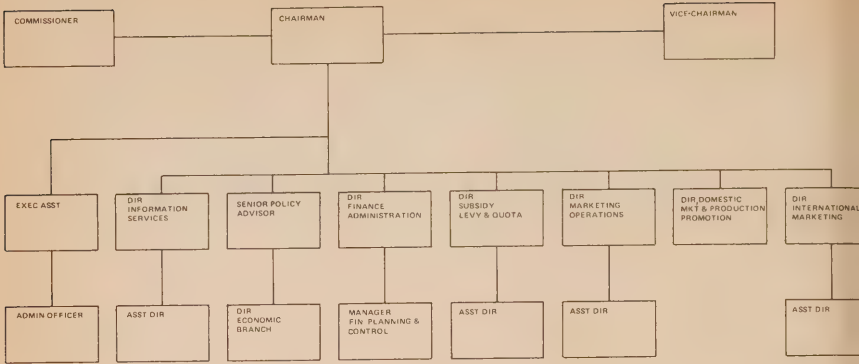
**Auditor** — Auditor General of Canada

**Canadian Grain Commission**

Established in 1971 under the new *Canada Grain Act*, the commission continues the functions of the former Board of Grain Commissioners, which had been in operation since 1921. The commission provides general supervision of grain handling in this country, recommends and implements grade specifications for Canadian grain, licenses grain elevators, inspects and weighs grain, provides documentation services relating to grain delivered to terminal elevators, and operates a cereals and oilseeds research laboratory and six Canadian government elevators in Western Canada. The head office of the commission is at Winnipeg.







# Canadian Dairy Commission

## Head Office

Pebb Building  
2197 Riverside Drive  
Ottawa, Ontario  
K1A 0Z2

## Minister

Minister of Agriculture

## Members of the Commission

Chairman, Gilles Choquette .....	Saint Jean Baptiste de Rouville, Qué.
Vice-Chairman, Elwood Hodgins .....	Shawville, Qué.
Commissioner, Malcolm Johnson .....	Moose Jaw, Sask.

## Historical Background

The Canadian Dairy Commission was established by the *Canadian Dairy Commission Act* (SC1966 c. 34). The Commission, a Crown corporation is designated as an agency corporation (Schedule C) within the meaning and purpose of the *Financial Administration Act* (OIC P.C. 1966-2287, 9 Dec 1966; SOR/66-559). The Commission is an agent of Her Majesty.

The commission consists of three members appointed by the Governor-in-Council who also designates which member is to serve as chairman and which as vice-chairman.

The Minister appoints a consultative committee of nine members to assist the commission by advising on matters pertaining to the dairy industry. The consultative committee meets at such times as are fixed by the commission.

## Overall Responsibilities

The purpose of the commission is to maintain a national dairy policy and to achieve a sound, healthy, and viable industry.

As stated in the Act, the objectives are to provide efficient milk and cream producers with the opportunity of obtaining a fair return for their labour and investment and to provide consumers of dairy products with a continuous and adequate supply of high quality dairy products.

The commission improves the quality of dairy products by purchasing only first grade quality products under the product price support program.

The commission aims at maintaining the price of milk and milk products at a level that is acceptable to consumers, and, with subsidy assistance, at maintaining a fair return for efficient producers of milk.

The level of returns is determined by an adjustment formula which takes into account changes in cash costs and returns to the operator's labour.

## Organization and Programs

The commission implements its objectives by administering the *Dairy Price Stabilization Program* which consists of two parts. One is an offer-to-purchase program for creamery butter, dry skim milk, and cheese, at support prices determined by the government. This leads to floor prices to producers for milk used for manufacturing purposes.

In addition, the commission administers a direct subsidy program under which individual producers receive monthly payments on their shipments at a rate determined by the government. The combination of market returns and the subsidy represent the target support price.

In order to develop efficient dairy farms into economically viable units, the commission co-ordinates an interim *Comprehensive Milk Marketing Plan* under which producers are allocated a share of the market. This Supply Management Program is administered by the Canadian Milk Supply Management Committee composed of representatives from provincial governments, Marketing agencies and chaired by the Commission. The provincial marketing agencies deduct a levy from producer market returns, the revenue of which is used by the commission to equalize domestic prices of dry skim milk and other dairy products with world market prices.

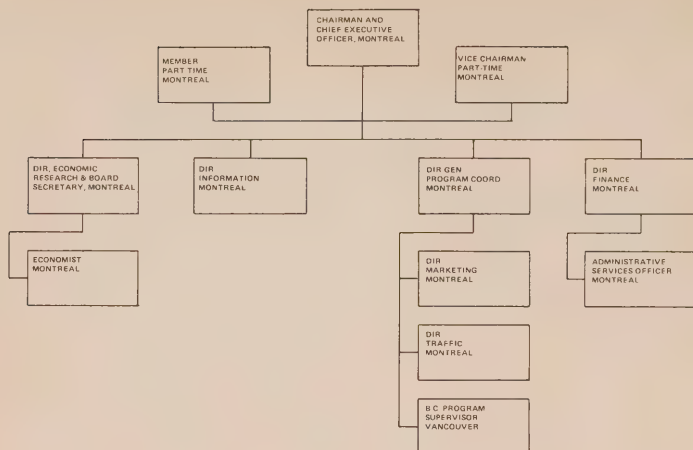
**Additional Information** — from the chairman at head office.

**Parliamentary Committee** — Standing Committee on Agriculture.

**Auditor** — Auditor General of Canada.



# Canadian Livestock Feed Board



# Canadian Livestock Feed Board

## Head Office

5250 Ferrier Street  
Montréal, Québec  
H4P 1L4

## Mailing Address

P.O. Box 2250  
St-Laurent Postal Station  
Montréal, Québec  
H4L 4Y7

## Minister Designated

Minister of Agriculture

## Members of the Board

Chairman, Roger Perreault .....	Montréal, Québec
Vice-chairman, Gus Sonneveld .....	Blenheim, Ont.
Other Members	
Arlington S. Mair .....	Riverview, N.B.
Wayne Everett .....	Monte Creek, B.C.

## Principal Officers

Director of Economic Research, and Secretary to the Board .....	H. Garth Coffin
Director General (Program Co-ordination) .....	Guy René de Cotret
Directors	
Traffic .....	William G. Hopkins
Finance .....	Pierre B. Morin
Information .....	(vacant)

## Historical Background

The Canadian Livestock Feed Board was established in 1966 under the *Livestock Feed Assistance Act* (now RSC 1970 c. L-9). This board, a Crown corporation, is designated an agency corporation (schedule C) within the meaning and purpose of the *Financial Administration Act* (OIC P.C. 1969-829, 4 May 1969; SOR/67-230). The board is an agent of Her Majesty.

## Overall Responsibilities

The objects of the board are to ensure:

- the availability of feed grain to meet the needs of livestock feeders;
- the availability of adequate storage space in eastern Canada for feed grain to meet the needs of livestock feeders;
- reasonable stability in the price of feed grain in eastern Canada and in British Columbia; and
- fair equalization of feed grain prices in eastern Canada and in British Columbia.

The board may, if authorized by the Governor-in-Council, buy or enter into contracts or agreements for the purchase of feed grain from agents of the Canadian Wheat Board or an agent thereof, including foreign agencies, for storage and resale for consumption by livestock in eastern Canada and British Columbia.



## Organization and Programs

The board consists of three to five members appointed by the Governor-in-Council who also designates which member is to serve as chairman and which as vice-chairman. Board members are appointed to serve, on good behaviour, until age seventy. The Governor-in-Council also appoints an advisory committee which consists of seven members. The committee meets at the call of the Minister or the board.

## Information Department

The department informs the public about policies, programs and activities of the board and the agricultural industry about a wide range of subjects. It also assists the board by maintaining an internal information system to keep abreast of new developments, and the public's reactions to board policies and decisions.

## Research Department

The department carries out economic research over those areas of interest to the board (both in-house and through a combination of contractual and grant arrangements). It also aids in the formulation of short- and long-term policy by providing the board with information and economic advice.

## Program Co-ordination

The department co-ordinates and administers the various services provided under the *Livestock Feed Assistance Act* which deals with assistance and special programs, traffic, and market information. It also acts in an advisory capacity to the board on matters of marketing and storage of feed grains.

Two of the board's programs are the *Feed Freight Equalization Program* in which subsidies related to feed grain transportation are administered, and the *Supply and Price Stability Program* in which the requirements for feed grains and storage space are assessed and matters relating to the storage, handling, transportation and cost of feed grains are negotiated and co-ordinated.

As of March 1978, the Board also administers (in collaboration with Agriculture Canada) the *Local Feed Grain Security program* which offers financial assistance to feed mills to enlarge their inventories of feed grains in grain deficient areas of Eastern Canada and B.C. This program is scheduled to terminate at March 31, 1985.

## Financial Department

The department provides the support services (financial, personnel and administrative management).

## Canadian Livestock Feed Board Advisory Committee

Chairman, Charles Huffman ..... Harrow, Ont.  
 Secretary, Charles Yeo ..... St. Eleanor's, P.E.I.  
 Members

James Jacklin	Elmwood, Ont.
Paul Couture	Montréal, Québec
Paul Massicotte	Montréal, Québec
Charles Reid Hill	Truro, N.S.
Fred Greer	Aldergrove (B.C.)

### Regional Office

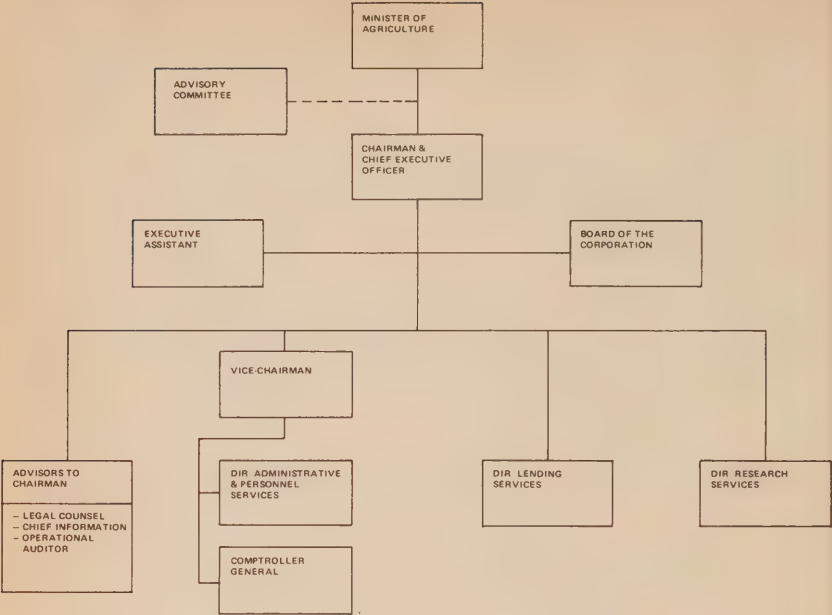
The board has one regional office at:  
 401 Federal Building  
 325 Granville Street  
 Vancouver, B.C.  
 V6C 1S5

**Additional Information** — may be obtained from head office on policy questions;  
 British Columbia readers may contact the regional office on non-policy matters.

**Parliamentary Committee** — Standing Committee on Agriculture.

**Auditor** — Auditor General of Canada.

Farm Credit Corporation



# Farm Credit Corporation

## Head Office

Halldon House  
2255 Carling Avenue  
Ottawa, Ontario

## Mailing Address

P.O. Box 6309  
Postal Station "J"  
Ottawa, Ontario  
K2A 3W9

## Minister Designated

Minister of Agriculture

## Members of the Corporation

Chairman, Dr. Rolland P. Poirier (12/87)	Ottawa, Ont.
Vice-chairman	(Vacant)
Other Members	
Noble Villeneuve (6/80) (Farmer)	Maxville, Ont.
Gerald I. Trant (1/81) (Senior ADM. Agriculture)	Ottawa, Ont.
(one vacancy)	

## Historical Background

The Farm Credit Corporation (FCC) was established by the *Farm Credit Act* (SC 1959 c. 43, now RSC 1970 c. F-2) as successor to the Canadian Farm Loan Board. (Amendments to the *Farm Credit Act* passed the House of Commons and the Senate in April 1978, but as of May 1, 1978, they had not been proclaimed.) The corporation is responsible for the administration of the *Farm Credit Act* and the *Farm Syndicates Credit Act* (RSC 1970 c. F-4). The corporation also acts as an agent of the Department of Agriculture in administering the *Land Transfer Plan of the Small Farm Development Program*.

The FCC, a Crown corporation, is designated as a proprietary corporation (Schedule D), and the Minister of Agriculture the Appropriate Minister within the meaning and purpose of the *Financial Administration Act* (OIC P.C. 1959-1338, 16 Oct 1959). The FCC is an agent of Her Majesty.

## Overall Responsibilities

An advisory committee of farmers and other qualified persons, appointed by the Minister, advises the corporation with respect to policy and other matters referred to it by the Minister or the Corporation.

The Farm Credit Corporation was established to help Canadian farmers and those wishing to become farmers purchase, develop and maintain sound farm businesses. Assistance is provided in the form of long-term mortgage credit.

Loans may be made to farmers individually or jointly and to farming corporations or cooperative farm associations.

The maximum loan to a single farm business is \$200,000 when there is one qualifying applicant and \$400,000 when there is more than one qualifying applicant.

**Standard Farm Loans** — Applicants must be principally occupied in farming or about to become full-time farmers at the time of the loan.

**Beginning Farmer Loans** — Young persons under 35 years of age may retain off-farm employment while developing an economic farm business, providing farming becomes their principal occupation within five years.

A number of factors must be considered by the applicant and the Farm Credit Corporation before a loan is approved and before the actual amount of any loan is agreed upon.

**Repayment Ability** — The applicant must demonstrate that the farm business under his or her management will generate enough income to meet all financial obligations and to allow for a reasonable standard of living.

**Management Ability** — The applicant's management ability and experience are also taken into consideration in assessing each application. The Corporation asks the applicant to submit a plan of operation for the proposed farm business.

**Need for F.C.C. Financing** — In recent years the demand for long-term credit directed to the F.C.C. has been greater than its available resources. The Corporation must ensure that the funds available for lending are distributed to the applicants with the greatest need for its assistance.

Applicants operating established farming enterprises who enjoy an above average financial position may be counselled to seek assistance from other conventional lending institutions.

**Citizenship** — Borrowers must be either Canadian citizens or landed immigrants.

**Age** — Borrowers must be of legal age to enter into a mortgage agreement.

Loan funds may be used to:

- purchase farm land,
- make permanent improvements,
- purchase breeding stock and farm equipment,
- pay debts, or
- for any purpose that will facilitate the efficient operation of the farm.

A borrower may take up to a maximum of 30 years to repay a loan. Terms vary depending on the loan purpose, repayment ability and nature of the farm operation. The interest rate is set semi-annually in accordance with the *Farm Credit Act Interest Rates Regulations*.

Funds for lending to farmers under the *Farm Credit Act* are borrowed at current interest rates from the Minister of Finance. The aggregate amount of such borrowings outstanding at any time may not exceed 25 times the capital of the corporation which was set at \$100 million by a 1975 amendment to the Act.

The *Farm Syndicates Credit Act* authorizes the Farm Credit Corporation to make loans to syndicates. A syndicate is a group of three or more farmers, the majority of whom have farming as their principal occupation, who have signed an agreement acceptable to the Farm Credit Corporation with respect to the joint purchase and use of machinery, equipment or buildings which can be used profitably by them in their farming operations. Co-operative farm associations and certain farming corporations may qualify as syndicates for loans without the members entering into a formal syndicate agreement. A syndicate may borrow up to 80 percent of the cost of farm machinery, buildings (including site and other improvements) and installed equipment suitable for joint use, to a maximum of \$15 thousand per member or \$100 thousand, whichever is less. The corporation obtains funds for lending under this legislation from the Minister of Finance at current interest rates. Amounts owing by the corporation on this account may not exceed \$25 million.

Loans are repayable over a period not exceeding 15 years for buildings and permanently installed equipment, and seven years for mobile machinery. Loans are secured by a promissory note signed by the members of the syndicate and such other security deemed necessary by the corporation. The interest rate is set semi-annually in accordance with the *Farm Syndicates Credit Act Interest Rates Regulations*. An initial charge of one percent of the amount of each loan is made at the outset to help cover the costs of making the loan.

Appeal boards have been established in each province except Newfoundland. These boards, appointed by the corporation under Section 11(d) of the *Farm Credit Act*, will hear appeals from any applicant who is dissatisfied with the corporation's decision on any application under either of the Acts administered by it. These boards are composed of farmers who have established reputations for sound judgment and an active interest in agriculture in their communities. The board members, who serve on a part-time basis, make recommendations to the corporation on each application referred to them.

## Programs

The objective of the Farm Credit Corporation is to provide long-term mortgage credit to farmers and loans to syndicates of farmers. It performs operational and administrative functions related to the organization of Canadian agriculture into economic farm units that are in the hands of competent operators.

Lending and Related Services provides pre-loan advisory services; receipt and assessment of applications; loan approval and disbursement; loan administration and supervision; land transfers, purchases and sales; and statistical support service for the monitoring of lending activities.

Administration — provides financial, property, material, office management for the corporation as a whole; provides advice to management on manpower development, training, personnel research, classification and pay, staff relations, employment and staff services.

## Regional Offices

The corporation has branch offices at the following locations:

P.O. Box 849  
Moncton, N.B.  
E1C 8N6

105 Silvercreek Parkway N.  
Guelph, Ont.  
N1G 7G7

500 South Broad Plaza  
2045 Broad Street  
Regina, Sask.  
S4P 2B7

P.O. Box 249  
Kelowna, B.C.  
V1Y 7N5

P.O. Box 3600  
Ste-Foy, Qué.  
G1V 4C7

400-477 Portage Avenue  
Winnipeg, Man.  
R3G 3L1

400 Chanceray Hall  
3 Sir Winston Churchill Square  
Edmonton, Alta.  
T5J 2C5

The corporation's 226 credit advisors, operating from 108 local field offices, are responsible for:

- (a) informing local farmers about the services available;
- (b) pre-loan counselling on credit use, farm planning and farm management;
- (c) advising farmers in forming syndicates;
- (d) accepting applications;
- (e) making farm appraisals; and
- (f) supervising the farming operations of Part III borrowers and such Part II borrowers as contract for this service.

## **Farm Credit Corporation Advisory Committee**

Chairman, Robert Younge (4/79)

Shawville, Quebec

### **Other Members**

Leonard Bradley (4/78)	Mt. Stewart, P.E.I.
William A. LeBlanc (4/78)	Memramcook, N.B.
Louis Renaud (4/78)	St. Phillipe d'Argenteuil, Qué.
Ron Oswald (4/78)	Chesley, Ont.
George Higgs (4/79)	Dresden, Ont.
Albert Vielfaure (4/80)	La Broquerie, Man.
Bernard Gallagher (4/78)	Yorkton, Sask.
Ed Kimpe (4/78)	Grande Prairie, Alta.
Richard Bullock (4/79)	Kelowna, B.C.

**Additional Information** — from the Director of Information Services at head office.

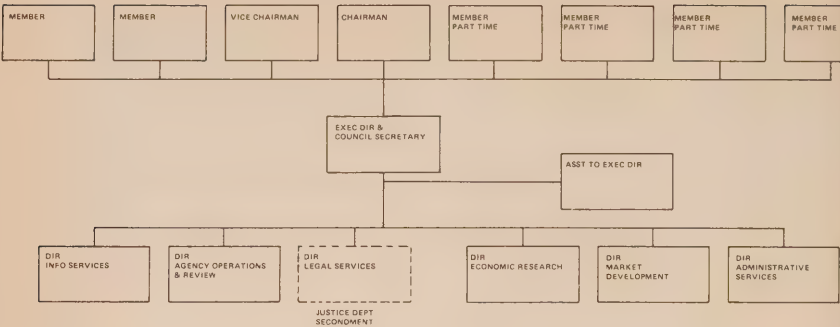
**Parliamentary Committee** — Standing Committee on Agriculture.

**Auditor** — Auditor General of Canada.





National Farm Products Marketing Council



# National Farm Products Marketing Council

## Head Office

Place de Ville  
Centre Building  
330 Spark Street  
2nd floor  
Ottawa, Ontario  
K1A 0N5

## Minister

Minister of Agriculture

## Members of the Council

Chairman, Paul Babey ..... Ottawa, Ont.

Vice-chairman, James Boynton ..... Ottawa, Ont.

### Other Members

Jules Thibaudeau ..... Thurso, Qué.

J. Adrien Lévesque ..... Ottawa, Ont.

### Part-Time Members

Hector Hill ..... Truro, N.S.

Albert Vielfaure ..... La Broquerie, Man.

Maryon Brechin ..... Etobicoke, Ont.

George Home ..... Ottawa, Ont.

## Principal Officers

Executive Director and Council Secretary

Dr. Hugh V. Walker

### Directors

Agency Operations and Review ..... Dr. Archibald LeVasseur

Legal Services ..... Gerry Van Berkel

Economic Research ..... Mary J. Ross-Walker

Market Development ..... Dr. Juan F. Scott

Administrative Services ..... Gérard P. Ruais

## Historical Background

The Council was established by section 3 of the *Farm Products Marketing Agencies Act* assented to 12 Jan 1972 (SC 1970-71-72 c. 65).

## Overall Responsibilities

The duties of the Council are:

- (a) to advise the Minister on all matters relating to the establishment and operation of agencies under this Act with a view to maintaining and promoting an efficient and competitive agriculture industry;
- (b) to review the operations of agencies with a view to ensuring that they carry on their operations in accordance with the objects set out in section 22; and
- (c) to work with agencies in promoting more effective marketing of farm products in interprovincial and export trade.

In carrying out its duties the Council shall consult, on a continuing basis, with the governments of all provinces having an interest in the establishment or the exercise of the powers of any one or more agencies under this Act or with any body or bodies established by the government of any province to exercise powers similar to those of the Council in relation to intraprovincial trade in farm products.

## **Programs**

The Council aims to assist Canadian agriculture to maintain and promote an efficient, competitive and expanding agriculture industry. The Council's role is to consult with, and coordinate the views of, producers, commodity boards, and governments at the provincial and federal levels and to assist in the establishment and operation of national marketing agencies. In this role, the Council will offer assistance to agencies, and will review their operations. The Council is keenly interested in helping agencies to improve the effectiveness of the marketing of farm products in interprovincial and export trade.

### **Other Agencies**

The following agencies were created pursuant to section 17(1) of the Act, and established by Proclamation:

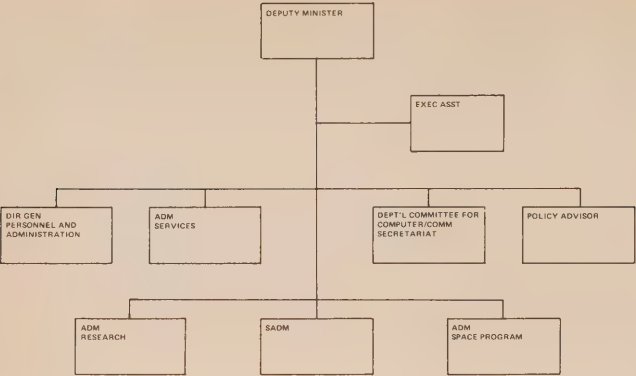
Canadian Egg Marketing Agency (SOR/73-1, 19 Dec 1972); and

Canadian Turkey Marketing Agency (SOR/74-108, 12 June 1974)

The agencies are not agents of Her Majesty. The Chairmen and members are not part of the Public Service of Canada, and all are Order-in-Council appointments. The affairs of an agency may be wound up by Proclamation. An agency shall submit a report to the Council and the Minister within three months after the termination of each fiscal year.



Department of Communications



# Department of Communications

## Head Office

Journal North Building  
300 Slater Street  
Ottawa, Ontario  
K1A 0C8

## Minister

Minister of Communications

## Principal Officers

Deputy Minister .....	Bernard Ostry
Senior Assistant Deputy Minister (Policy) .....	J.T. Fournier
Assistant Deputy Ministers	
Space Program .....	Dr. John H. Chapman
Research .....	Douglas F. Parkhill
Services .....	Jean-Paul Lefebvre

## Historical Background

The Department of Communications was established under Part II of the *Government Organization Act, 1969* (now *Department of Communications Act RSC 1970 c. C-24*).

## Overall Responsibilities

The duties, powers and functions of the Minister of Communications extend to and include all matters over which the Parliament of Canada has jurisdiction, not by law assigned to any other department, branch or agency of the Government of Canada, relating to

- (a) telecommunications;
- (b) the development and utilization generally of communication undertakings, facilities, systems and services for Canada.

The Minister of Communications, in exercising his powers and carrying out his duties and functions shall

- (a) co-ordinate, promote, and recommend national policies and programs with respect to communication services for Canada, including the Post Office Department;
- (b) promote the establishment, development and efficiency of communication systems and facilities for Canada;
- (c) assist Canadian communication systems and facilities to adjust to changing domestic and international conditions;
- (d) plan and co-ordinate telecommunication services for departments, branches and agencies of the Government of Canada;
- (e) compile and keep up-to-date detailed information in respect of communication systems and facilities and of trends and developments in Canada and abroad relating to communication matters; and
- (f) take such action as may be necessary to secure, by international regulation or otherwise, the rights of Canada in communication matters.



## **Organization and Programs**

The department comprises four branches: Policy, Space Program, Research, and Services.

### **Policy Branch**

Responsibility for the overall formulation and implementation of departmental policy resides primarily with this branch. Sub-divisions include the National Telecommunications (studies and planning for domestic systems development); International Telecommunications (studies, planning and negotiations in the international telecommunications sphere, including arrangements for, and participation in, conferences); Economic Policy and Statistics; Social Policy and Programs; and Federal-Provincial Relations.

### **Research Branch**

Branch responsibilities include the carrying out of research over a broad spectrum of the communications field, both in-house and through a system of university research contracts. It aids in the development of new communications systems, provides scientific advice to aid in the formulation of departmental policy and seeks to ensure that an adequate level of communications research and development capability is maintained in Canada. The department's own principal research facility is the Communications Research Centre, near Ottawa. Other branch responsibilities include research policy and planning; radio and radar research; and technology and systems research and development.

### **Space Program Branch**

All space and space-related activities are grouped under one branch and include the Communications Technology Satellite program; relations with Telesat Canada and other agencies and departments concerned with space, development of new space systems and applications.

### **Services Branch**

The fourth sector of the department includes the Telecommunications Regulatory Service, which plans and implements the regulation of the radio spectrum. Also included are central services such as personnel, finance and administration; legal services; information services; and bilingualism programs. Security and Communications Support Services and the Government Telecommunications Agency, which plans and runs telecommunication services for the federal government, also form part of this area. Each of the five regional directors is concerned with radio licensing matters, and the policing of the electromagnetic spectrum.

## Regional Offices

Atlantic Region  
Terminal Plaza Bldg.  
P.O. Box 1290  
1222 Main Street  
Moncton, N.B.  
E1O 1M2

Québec Region  
2085 Union Street  
Montréal, Québec  
H3A 2C3

Ontario Region  
55 St. Clair Ave. E.  
Toronto, Ont.  
M4T 1M2

Central Region  
1 Lombard Place  
Winnipeg, Man.  
R3B 2Z8

Pacific Region  
325 Granville Street  
Vancouver, B.C.  
V6C 1S5

**Additional Information** — may be obtained from the Director of Information Services.

**Parliamentary Committee** — Standing Committee on Broadcasting, Films and Assistance to the Arts.

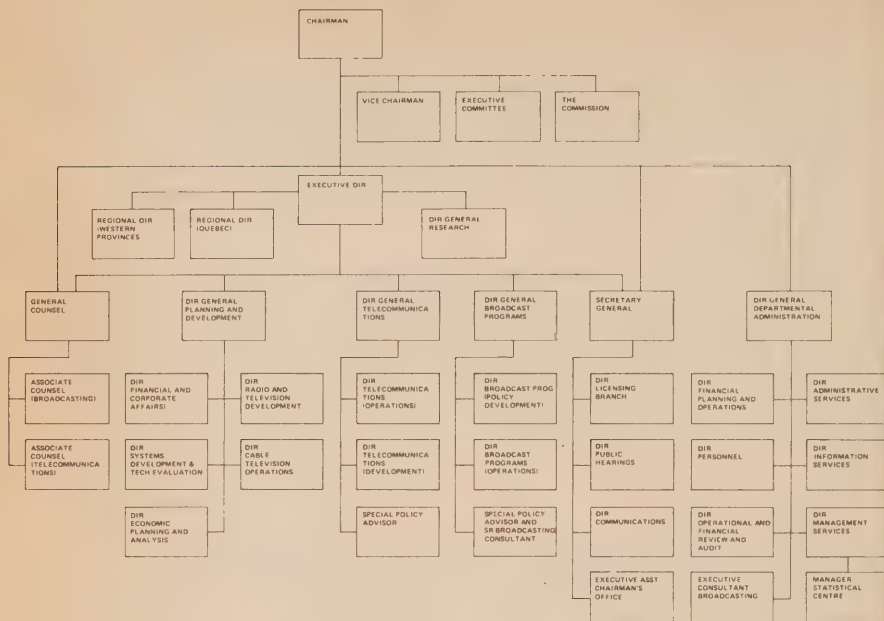
**Auditor** — Auditor General of Canada

## Statutes

The Minister is responsible for the:

*Broadcasting Act* (RSC 1970 c. B-11, Part II Canadian Radio-Television Commission)  
*Canadian Overseas Telecommunication Corporation Act* (RSC 1970 c. C-11)  
*Department of Communications Act* (RSC 1970 c. C-24)  
*National Transportation Act* (RSC 1970 c. N-17)  
*Radio Act* (RSC 1970 c. R-1)  
*Railway Act* (RSC 1970 c. R-2)  
*Telegraphs Act* (RSC 1970 c. T-3)

# Canadian Radio-television and Telecommunications Commission



# Canadian Radio-television and Telecommunications Commission

## Head Office

100 Metcalfe Street  
Ottawa, Ontario  
K1A 0N2

## Minister Designated

Minister of Communications

## Members of the Commission

Chairman .....	Pierre Camu
Vice-Chairmen .....	Jean Fortier
	Charles Dalfen
Commissioners .....	Pat Pearce
	Réal Therrien
	Jean-Louis Gagnon
	Roy Faibish
	Jeanne LaSalle

## Part-time members

Armand H. Cormier .....	Moncton, N.B.
Rosalie A. Gower .....	Vernon, B.C.
John Shanski .....	Winnipeg, Man.
Jacques Hébert .....	Montréal, Qué.
Jacques de la Chevrotière .....	Québec, Qué.
Harry Bower .....	Regina, Sask.
Brian Land .....	Downsview, Ont.
Edythe Goodridge .....	St. John's Nfld.
Ronald A. Irwin .....	Sault Ste. Marie, Ont.
R. MacLeod Rogers .....	Digby, Nova Scotia

## Historical Background

Formerly the Board of Broadcast Governors, the Canadian Radio-television and Telecommunications Commission (CRTC) was established under Part II of the *Broadcasting Act* (SC 1967-68 c.25, now RSC 1970 c. B-11). The *Canadian Radio-television and Telecommunications Act* (1976) transferred to the CRTC jurisdiction over federally-regulated telecommunications carriers, formerly exercised by the Canadian Transport Commission. CRTC is designated as a department within the meaning and purpose of the *Financial Administration Act*.

## Overall Responsibilities

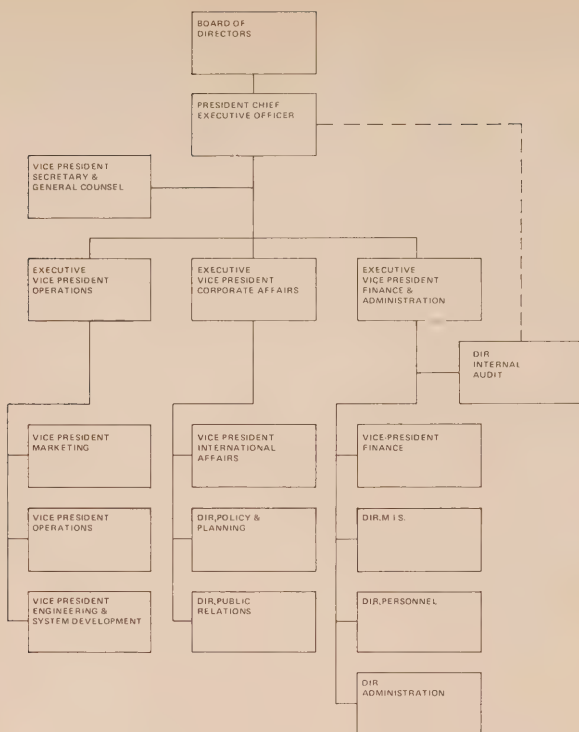
The Commission is authorized to regulate and supervise all aspects of the Canadian broadcasting system with a view to implementing the broadcasting policy enunciated in Section 3 of the *Broadcasting Act* . . . subject to the limitations given in the Act.

The Commission is the licensing authority for broadcasting and broadcasting receiving undertakings. Applications for licences and amendments to licences are filed with the Secretary, Canadian Radio-television and Telecommunications Commission, Ottawa.

Section 16 of the Act states the Commission's powers to make regulations.

The Commission's regulatory responsibilities in telecommunications include such areas as rate applications submitted by carriers, telecommunications issues arising from the operations of the carriers, major tariff filings, auditing financial and other corporate records, and complaints arising from provision of telecommunications service. The CRTC's powers to make regulations are set out in section 14 of the *Canadian Radio-television and Telecommunications Act*.







# Teleglobe Canada

## Head Office

680 Sherbrooke Street West  
Montréal, Québec  
H3A 2S4

## Minister

Minister of Communications

## Board of Directors

Chairman, Jean-Claude Delorme (5/85)	Montréal, Qué.
Dr. John H. Chapman (9/78)	(ADM, Department of Communications)
Joseph H. Cohen (7/79)	Vancouver, B.C.
Donald L. Gillis (9/78)	Antigonish, N.S.
Roland-G. Lefrançois, Q.C. (12/79)	Montréal, Qué.
Guy St-Germain (3/79)	Saint-Hyacinthe, Qué.
Patricia Ann Tomlinson (3/79)	Port Hope, Ont.

## Principal Officers

President and Chief Executive Officer	Jean-Claude Delorme
Executive Vice-President, Operations	Norman T. Byrne
Executive Vice-President, Finance and Administration	Yves Langlois
Executive Vice-President, Corporate Affairs	André Lapointe
Vice-President, Secretary and General Counsel	Donat-J. Lévesque
Vice-President, Operations	John S. Crispin
Vice-President, International Affairs	Marcel Perras
Vice-President, Finance	David A. Pilley
Vice-President, Engineering and System Development	Robert Séguin
Vice-President, Marketing	Atherton G. Wallace
Director, Personnel	Pierre Groulx
Director, Policy and Planning	Carol Gutkin
Acting Director, Public Relations	Brian E. Townsley
Director, Management Information Systems	Frank P. Urbanski

## Historical Background

Teleglobe Canada, formerly known as Canadian Overseas Telecommunication Corporation, was established by Act of Parliament, 1949 SC c. 10 (RSC 1970 c. C-11), as amended by SC 1974-75-76 c. 77. It is a Crown corporation, an agent of Her Majesty, and a proprietary corporation (Schedule D) within the meaning of the *Financial Administration Act*.

## **Overall Responsibilities**

The Corporation was created for the following purposes:

- (a) to establish, maintain and operate, in Canada and elsewhere, external telecommunication services for the conduct of public communications;
- (b) to carry on the business of public communications by cable, radiotelegraph, radiotelephone or any other means of telecommunication between Canada and any other place;
- (c) to make use of all developments in cable and radio transmission or reception for external telecommunication purposes as related to public communication services;
- (d) to investigate and research with the object of improving the efficiency of telecommunication services generally; and
- (e) to co-ordinate Canada's external telecommunication services with those of other nations.

The Corporation provides overseas telecommunication services — telephone, telegraph, telex, private wire, video and data — to almost all countries of the world through the operation of global networks of submarine cables and satellite circuits linking all continents.

## **Organization and Programs**

### **Operations**

As part of a reorganization undertaken in 1978, the Corporation's departments dealing with marketing, operations, and engineering and system development were placed under the authority of an Executive Vice-President, Operations. He is responsible for all functions directly related to the marketing of services and the planning as well as the operation of international telecommunications equipment. This new structure is intended to integrate functions which are essentially complementary and which must be co-ordinated to allow the Corporation to meet the ever-increasing demand for traditional public services, as well as for new and specialized services, in a timely and efficient manner.

### **Corporate Affairs**

The administrative reorganization brought about the creation of a new sector called Corporate Affairs, also under an Executive Vice-President. It encompasses all the functions directly related to corporate policies and planning, public relations and the Corporation's participation in national and international organizations. Such organizations include the Commonwealth Telecommunications Organization (CTO), the International Telecommunications Satellite Organization (INTELSAT), the International Telecommunication Union (ITU), and the Canadian Telecommunications Carriers Association (CTCA).

## Finance and Administration

The departments directly involved with support or staff functions, namely Personnel, Finance, Management Information Systems, and Administration, all come under the direction of the Executive Vice-President, Finance and Administration. Internal Audit is also included in this group.

### Regional Offices

International Gateways:

625 Belmont  
Montréal, Qué. H3B 2M2  
865 Pharmacy Avenue  
Toronto, Ont. M1L 3K7  
1158 Melville Street  
Vancouver, B.C. V6E 2W9

Cable Stations:

Corner Brook, Nfld.; Beaver Harbour, N.S.; Mill Village, N.S.; Port Alberni, B.C.; and Keawaula, Hawaii, U.S.A.

Cable Depot:

St. John's, Newfoundland

Satellite Earth Stations:

Mill Village 1 and 2, N.S.  
Lake Cowichan, B.C.  
des Laurentides, Weir, Qué. (1979)

Marketing Offices:

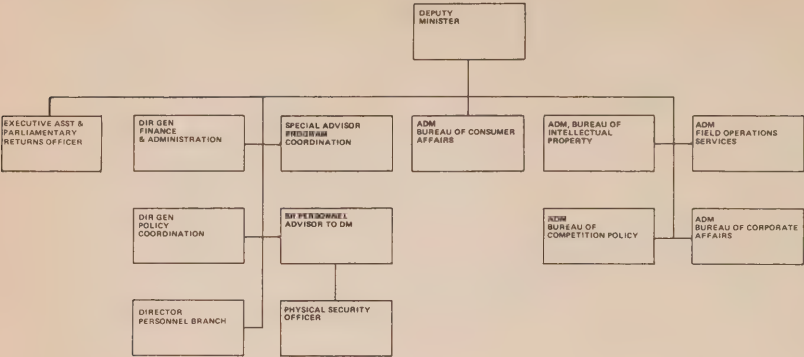
680 Sherbrooke Street West  
Montréal, Qué. H3A 2S4  
181 University Avenue  
Toronto, Ont. M5H 3M7  
1158 Melville Street  
Vancouver, B.C. V6E 2W9

**Additional Information** — all questions should be addressed to the Director, Public Relations.

**Parliamentary Committee** — Standing Committee on Broadcasting, Films and Assistance to the Arts.

**Auditor** — Auditor General of Canada.

Department of Consumer and Corporate Affairs



# Department of Consumer and Corporate Affairs

## Head Office

Place du Portage  
68 Victoria Street  
Hull, Québec

## Mailing Address

Ottawa-Hull  
K1A 0C9

## Minister

Minister of Consumer and Corporate Affairs and Registrar General of Canada

## Principal Officers

Deputy Minister and Deputy Registrar General ..... George Post  
Assistant Deputy Ministers

Competition Policy .....	Robert J. Bertrand, Q.C.
Consumer Affairs .....	Kathleen Francoeur-Hendriks
Corporate Affairs .....	John L. Howard, Q.C.
Intellectual Property .....	Dr. David E. Bond
Field Operations Service .....	Hugh D.R. Bardon
Policy Coordination .....	(acting) A.E.H. Campbell

## Historical Background

The Department of Consumer and Corporate Affairs was established in 1967 by the *Department of Consumer and Corporate Affairs Act*, (now RSC 1970 c. C-27). This Act transferred all the functions of the Department of the Registrar General to the department as it is known today. Gradually other responsibilities were added: the Standards Branch was transferred from the Department of Trade and Commerce. The Patent and Copyright Office and the Trade Marks Office, originally with the Department of Trade and Commerce, were transferred to the Department of the Secretary of State on 1 December 1927. Responsibility for the *Patent Act* on 3 February 1964 and the *Copyright Act* on 9 February 1965 became the responsibility of the Minister of Justice. A year later, the *Trade Marks Act* also became his responsibility. However, in December 1965, this responsibility was transferred to the President of the Queen's Privy Council, but administration of the two offices remained with the Secretary of State until the formation of the Department of Consumer and Corporate Affairs.

## Overall Responsibilities

Today the Minister has jurisdiction, either wholly or in conjunction with the provinces, in the following:

- (a) consumer affairs;
- (b) corporations and corporate securities;
- (c) combines, merger, monopolies and restraint of trade;
- (d) bankruptcy and insolvency;
- (e) patents, copyrights, and trade marks, and (since 1970) industrial design;
- (f) standards of identity and performance in relation to consumer goods; and
- (g) legal metrology

In exercising his powers and carrying out his duties the Minister is authorized to:

- (a) initiate, recommend or undertake programs designed to promote the interests of the Canadian consumer;

- (b) co-ordinate programs of the Government of Canada that are designed to promote the interests of the Canadian consumer;
- (c) promote and encourage the institution of practices or conduct tending to the better protection of the Canadian consumer and cooperate with provincial governments or agencies thereof, or any bodies, organizations or persons, in any programs having similar objects; and
- (d) undertake, recommend or assist in programs to assist the Canadian consumer to be more fully informed about goods and services offered to the consumer.

## Office of the Registrar General of Canada

The Minister of Consumer and Corporate Affairs is the Registrar General of Canada. He is also custodian of the Great Seal of Canada, the Privy Seal of the Governor General, the Seal of the Administrator of Canada, and the Seal of the Registrar General of Canada. The Office of the Registrar General comprises two organizational units: the Registration Division; the Conflict of Interest Organization.

### Registration Division

The Registration Division is responsible for the registration of all commissions and documents as set forth in the Formal Documents Regulations pursuant to the Public Officers Act and Seals Act. It also provides those services required to the Registrar General in various acts and regulations, to the Office of the Governor General, to departments corporations and agencies of the federal government, to other levels of government and to the general public.

### Conflict of Interest Organization

The Office of the Assistant Deputy Registrar General administers the conflict of interest guidelines for Ministers, Governor-in-Council appointees, and other individuals to whom similar guidelines apply. The office also advises and assists these persons to arrange their private financial affairs in a manner which complies with the guidelines.

## Organization and Programs

The department is composed of four bureaus plus two functional services: Field Operations; Information and Public Relations. There are a number of specialized staff support groups in order to provide the Deputy Minister and the bureaus with staff support in the area of policy activities and coordination, and financial administration.

### Bureau of Competition Policy

This bureau administers the *Combines Investigation Act* (the purpose of the Act is to assist in maintaining effective competition as a prime stimulus to the achievement of maximum production, distribution, and employment in a mixed system of public and private enterprise). The Act seeks to eliminate certain trade restraint practices and to overcome the ill effects of concentration. The bureau investigates combines, mergers, monopolies, price fixing, and false or misleading advertising or deceptive marketing practices. It also carries out an active compliance program to further the purpose of the Act.



Investigations are instituted on the formal application of six persons, or on direction of the Minister, or, as is usually the case, on the initiative of the Director of Investigation and Research. In the conduct of investigations, the director is authorized to examine witnesses, search premises and require written returns. These powers may only be exercised, however, upon certification by a member of the Restrictive Trade Practices Commission. When the director has gathered all the information available, and if he believes it proves the existence of a forbidden practice, the director may submit a statement of the evidence direct to the commission and to the parties believed to be responsible for the practice or directly to the Attorney General of Canada for whatever action he may deem necessary.

The bureau consists of four operational branches, three are responsible for a particular industry sector; as well as a Research Branch.

The Manufacturing Branch is responsible for all investigations and advisory functions where the activities concern firms in Canadian manufacturing industries.

Similarly, the Resources Branch is responsible in the area of Canadian resource industries.

The Services Branch bears similar responsibility in the area of Canadian service and distribution industries, with the exception of the distributing sectors of vertically-integrated industries, in which the major activity of the industry falls under the aegis of either the Manufacturing or Resources Branches.

The Marketing Practices Branch (formerly the Misleading Advertising Division) is responsible for sections 36 to 37.2 of the Act.

The Director of Legislative Development and International Programs is responsible to the Director of Investigation and Research for the management of the international aspects of competition policy and for the co-ordination of legislative development in Canada.

In 1976 the *Combines Investigation Act* (RSC 1970 c. 23) was amended by virtue of the Stage I amendments, in the planned two stage revision of the Act. In part these amendments brought services, whether industrial, trade, professional or otherwise, within the scope of the Act. The provisions relating to misleading advertising and deceptive marketing practices were broadened and, the Restrictive Trade Practices Commission now has a civil jurisdiction to review certain practices which may be undesirable from a competition perspective and to make remedial orders.

The second stage of amendments to the *Combines Investigation Act* were incorporated in Bill C-42 and introduced in the House of Commons on March 16, 1977. The Bill was withdrawn from the order paper for second reading but referred to the Standing Committee of the House of Commons on Finance, Trade and Economic Affairs, which invited interested parties to submit briefs that were considered at hearings held in June 1977. An amended Bill (C-13) was introduced in the House of Commons, November 18, 1977.

## Restrictive Trade Practices Commission

The Commission comprises not more than four Governor-in-Council appointed members reporting directly to the Minister. Notices for returns of information and orders for search of premises and seizure of documents must be certified by a Member of the Commission, who also has power to order the examination of witnesses under oath before him in an inquiry. Where evidence in an inquiry is brought before the Commission, the Commission's consent is required for discontinuance of the inquiry. On receipt of a Statement of Evidence from the Director, the Commission, after giving all parties full opportunity to be heard, reports to the Minister on the effect of the arrangements and practices disclosed upon the public interest and recommends remedies where the situation warrants. Research inquiries customarily involve nationwide public hearings.



On receipt of the report, the Minister may refer the matter to the Attorney General for legal proceedings, or he may take such other action as he deems advisable. However, the Minister is required by statute to publish each Commission report within 30 days of its receipt. Copies are sold by Supply and Services Canada, Printing and Publishing Centre.

In addition to its reporting function the Commission exercises a quasi-judicial function. Particular instances of refusal to deal, consignment selling, exclusive dealing, tied selling and market restriction can be reviewed by the Commission on application by the Director and subject to modification or prohibition by order of the Commission. The Commission may also make orders forbidding the implementation of foreign judgments, court orders, laws or instructions purporting to direct the conduct of Canadian companies when they are shown to have adverse effect upon Canadian trade, or forbidding the implementation of foreign instructions or directives having the effect of implementing a conspiracy entered into outside Canada which, if entered into in Canada, would have violated the conspiracy provision of the Act. Also in situations where a firm based abroad uses its buying power outside Canada to persuade a foreign supplier to switch his business in Canada away from a Canadian firm to a Canadian subsidiary of the firm, the Commission may direct the Canadian subsidiary to sell to the Canadian firm at laid down cost or alternatively not to deal in the product of the foreign supplier.

The Commission also has certain duties under the *Shipping Conferences Exemption Act* (RSC 1970 c. 39, 1st Supp.). Under the *Canada Corporations Act* (RSC 1970 c. 32) the Commission is empowered to investigate a company, appointing an inspector for that purpose, where it is shown by the Minister or applicant shareholders that there are reasonable grounds for believing that fraud or other wrongful acts prejudicial to the interests of any shareholder is involved in the operation of the company. The Commission in such a case exercises powers and functions similar to those used in inquiries under the *Combines Investigation Act*, and reports to the Minister.

## Bureau of Consumer Affairs

The bureau is concerned with ensuring the fair and equitable treatment of consumers, and business in the marketplace. The bureau develops legislation to ensure that correct measure and standards are applied to products sold in Canada. It researches marketplace problems encountered by consumers, and carries out an extensive information program. The bureau is composed of the Consumer Services Branch, the Consumer Research Branch, the Consumer Standards Directorate, and the Office of Planning and Co-ordination.

### Consumer Services Branch

This Branch is responsible for improving the ability of consumers to be full participants in the marketplace. It develops information programs to make consumers more aware of their rights and responsibilities; to provide them with the knowledge they need to make effective purchasing decisions; and to explain the protection they have under departmental legislation.

Financial support is given to voluntary groups to improve their effectiveness as representatives of general consumer interests, and to increase their services to individual consumers.

The Branch also monitors events and trends in the marketplace, and when necessary develops solutions to problems affecting consumers. It liaises with other federal and provincial departments, and industry, to stimulate and maintain a continuing emphasis on efficient responsiveness to consumer concerns.

## Consumer Research Branch

This branch conducts research into a wide range of consumer problems and makes recommendations with respect to consumer problems, information programs, and legislation.

## Consumer Standards Directorate

This directorate has three broad areas of responsibility with respect to standards for consumers. "Legal metrology" controls the types and use of weighing and measuring devices in order to ensure accurate measurement in all transactions. Consumer fraud protection is concerned with true labelling, marking, packaging and advertising of prepackaged consumer goods, textiles, precious metals, and food products. "Product safety" covers the field of hazardous consumer products from household chemicals to toys to dangerously flammable textiles.

## Office of Planning and Co-ordination

This office, which has been added to the Office of the Assistant Deputy Minister, co-ordinates the development of the operational and longer-term plans for the Consumer Affairs program. It conducts a review and analysis of all project proposals. Moreover, it co-ordinates the programs of the several branches taking into consideration program interfaces with Field Operations and the Information and Public Relations Branch.

## Bureau of Corporate Affairs

This bureau regulates much of the legal framework in which business operates when it incorporates under federal legislation. The bureau is composed of the Corporations Branch, the Bankruptcy Branch, the Corporate Research Branch.

## Corporations Branch

This branch has as its primary purposes the administration of the *Canada Business Corporations Act*, which deals with the incorporation of businesses, the filing of their financial statements and annual summaries, and the maintenance of a register of mortgages and charges of corporations.

## Bankruptcy Branch

The branch is responsible for administration of the *Bankruptcy Act*. The Superintendent of Bankruptcy (i.e. the head of the branch) investigates and reports to the Minister on matters pertaining to the administration of the Act. The Superintendent also is responsible for investigating allegations as to offences and irregularities occurring prior to the bankruptcy, and reporting his findings to the Deputy Attorney General of the Province concerned, where appropriate.

The branch also operates the Small Debtor Program in which public trustees carry out personal bankruptcy proceedings for low-income individuals.

## Corporate Research Branch

The branch conducts studies to improve legislation relating to the functioning of corporations, co-operatives and the securities market. The branch is responsible for the formulation of policies relating to the role of the federal government in the regulation of the Canadian securities market.

## Bureau of Intellectual Property

The bureau provides a co-ordinated, concentrated approach to the department's responsibilities for patents, trademarks, copyright, and industrial design. Legislation governing these four areas provides for the granting of temporary monopolies to the inventor or creator in order to encourage the disclosure of ideas and knowledge while at the same time providing financial protection and development incentives.

The bureau provides a focal point for an intensive study of the recommendations that will eventually result in a revision of all existing laws dealing with this area.

The Patent, Trademark and Industrial Design Office maintains search facilities that are open to both the public and professionals involved in the field intellectual property.

### Patents Branch

This branch administers the *Patent Act*, under which patents are granted for new and useful inventions. The Patent Branch Library contains information on Canadian and foreign patents and house international journals and bulletins. This branch offers copies of patents for sale and publishes, weekly, the *Patent Office Record*, which gives brief technical descriptions of inventions patented in the previous week.

### Trade Marks Branch

This branch administers the *Trade Marks Act*. The branch maintains a complete record of all registered trade marks, pending and refused applications, and Registered Users licenced to use trade marks. The branch publishes weekly the *Trade Marks Journal* in which applications for the registration of trade marks are advertised, in order to give interested parties the opportunity to file their opposition to Trade Mark applications.

### Research and International Affairs

This branch is responsible for the development of policies and the revision of legislation relating to intellectual property in Canada; the identification of the need for domestic and international protection of intellectual property rights; and represents Canada's interests in international intellectual property organizations.

### Copyright and Industrial Designs Branch

This branch administers: the *Copyright Act*, (which provides for the registration of copyright in literary, dramatic, musical, and artistic works); the *Industrial Design Act* (which deals with the registration of industrial designs); and the *Timber Marking Act* (a mark embossed on steel hammers which are used to stamp the end of all logs owned by the registrant).

### Technical Advisory Services Branch

The branch develops and implements policies for purposes of increasing public awareness of intellectual property matters, and allowing easier access to the rights and privileges afforded by intellectual property legislation. This branch co-ordinates departmental policies in the field of intellectual property with the activities of other agencies and departments.

## Field Operations

Field Operations is responsible for the efficient and effective implementation of programs and activities in the field in accordance with the objectives and priorities established by the Functional Bureaux. It makes the Department's services more accessible to the public, more responsive to its needs, and provides grass roots input to departmental policies.

Field Operations has regional offices in Halifax, Montreal, Toronto, Winnipeg, and Vancouver. District and area offices are located in these cities and 44 other centers. Its staff includes a small headquarters component and all of the departmental staff permanently located outside the Ottawa headquarters. It is responsible for the field enforcement and application of legislation and programs developed by the Consumer Affairs, Corporate Affairs, and Competition Policy Bureaux.

The field force includes inspectors of weights and measures, electricity and gas measurement, hazardous products, and economic fraud in a wide range of consumer products.

Other activities include a service for consumer information and education, as well as complaints and enquiries handling; administration and surveillance of both commercial and individual bankruptcies, and the investigation of misleading advertisements and other deceptive marketing practices.

## Information and Public Relations Service

This service initiates and advises on the planning and implementation of proposed information programs and projects, provides active support for the operational programs of the department and produces and distributes information material for use by national, regional and local mass communication media.

## Policy Coordination Branch

The Policy Coordination Branch is responsible for taking co-ordinating action on policy and some operational issues touching more than one Bureau of the Department. It provides advice on matters of special concern to the Minister or Deputy Minister. Through the Departmental Secretariat, it provides the staff and administrative support for the Deputy Minister's activities and provides day-to-day liaison with the Minister's Office and the Cabinet and Parliamentary process.

## Financial and Administrative Services Branch

This branch is responsible for the planning, advising and servicing of all branches of the department with respect to estimates, accounting, revenue, purchasing and stores, accommodation and maintenance, library, forms and records management, suggestion award plan, building security, and the coordination of transcribing services.

## Personnel Branch

This branch is responsible for manpower planning and development, staff relations, classification, and pay administration as well as employee welfare and counselling.

## Legal Branch

The branch lawyers, who are seconded from the Department of Justice, advise departmental senior officials on a wide range of legal matters. They assist in the preparation and conduct of cases that the department has turned over to the Attorney General of Canada for consideration and possible prosecution.

The Legal Branch's advisory responsibilities fall into one of four principal areas:

- (a) advises the department on trade practices covered by the *Combines Investigation Act* to protect economic competition;
- (b) counsels on possible violations of consumer protection legislation, including the *Food and Drugs Act*, *Textile Labelling Act*, *Weights and Measures Act*, and *Hazardous Product Act*. (There is a provision in the latter Act that allows the convening of a Hazardous Products Review Board.);
- (c) helps draft the regulations that assist in enforcing specific statutes. It also advises on cases under the *Bankruptcy Act*; and
- (d) counsels the department on corporate matters that arise under the *Canada Corporations Act* or related statutes.

Apart from these primary duties, the Legal Branch also gives legal opinions to the department about matters involving intellectual property, principally patents and copyright.

## Regional Offices

Field Operations has the following regional offices:

### Atlantic Region

Montreal Tower  
5151 George Street  
Halifax, N.S.  
B3J 1M5

### Québec Region

855 Ste. Catherine St. East  
Montréal, Qué.  
H2L 4N4

### Ontario Region

6th Floor  
4900 Yonge Street  
Willowdale, Ontario

### Prairie Region

Canadian Grain Commission Building  
300-303 Main Street  
Winnipeg, Manitoba  
R3C 3G7

### Pacific Region

P.O. Box 10059  
Pacific Centre Limited  
700 West Georgia Street  
Vancouver, B.C.  
V7Y 1C9

**Additional Information** — May be obtained by writing to any of the regional offices listed above, or by writing to the Information and Public Relations Service at head office.

**Parliamentary Committee** — Standing Committee on Health, Welfare and Social Affairs.

**Auditor** — Auditor General of Canada.



## Statutes

The Minister of Consumer and Corporate Affairs is responsible for the administration of the following statutes:

*Bankruptcy Act* (RSC 1970 c. B-3) as amended  
*Boards of Trade Act* (RSC 1970 c. B-8)  
*Canada Business Corporations Act* (SC 1974-75 c. 33)  
*Canada Cooperative Associations Act* (RSC 1970 c. C-29)  
*Canada Corporations Act* (RSC 1970 c. C-32) as amended  
*Combines Investigation Act* (RSC 1970 c. C-23) as amended  
*Consumer Packaging and Labelling Act* (SC 1970-71-72 c. 41)  
*Copyright Act* (RSC 1970 c. C-30) as amended  
*Department of Consumer and Corporate Affairs Act* (RSC 1970 c. C-27)  
*Electricity Inspection Act* (RSC 1970 c. E-4) as amended  
*Farmers' Creditors Arrangement Act* (RSC 1970 c. F-5)  
*Gas Inspection Act* (RSC 1970 c. G-2)  
*Hazardous Products Act* (RSC 1970 c. H-3)  
*Industrial Design Act* (RSC 1970 c. I-8) as amended  
*National Trade Mark and True Labelling Act* (RSC 1970 c. N-16)  
*Patent Act* (RSC 1970 c. P-4) as amended  
*Precious Metals Marking Act* (RSC 1970 c. P-19)  
*Textile Labelling Act* (RSC 1970 c. 46 [1st Supp])  
*Timber Marking Act* (RSC 1970 c. T-8)  
*Trade Marks Act* (RSC 1970 c. T-10) as amended  
*Weights and Measures Act* (RSC 1952 c. 292)

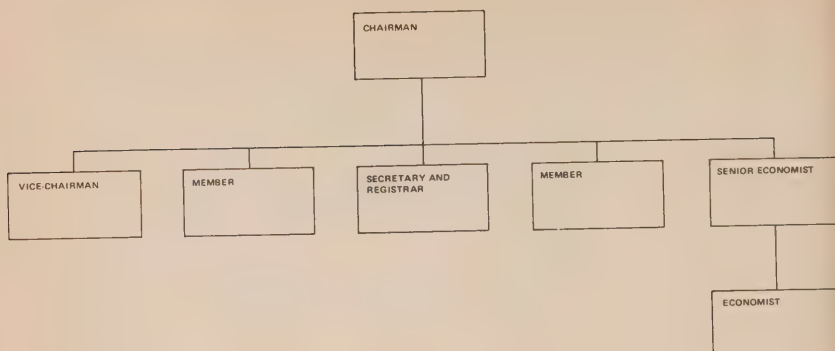
The Minister as Registrar General of Canada is responsible for administering the:

*Public Documents Act* (RSC 1970 c. P-28)  
*Public Officers Act* (RSC 1970 c. P-30)  
*Trade Unions Act* (RSC 1970 c. T-11).

Legislation administered jointly by the Minister of Consumer and Corporate Affairs and other Ministers of the Crown (indicated in square brackets).

*Canada Agricultural Products Standards Act* (RSC c. A-8, Sec. 7) [Agriculture]  
*Canada Dairy Products Act* (RSC 1970 c. D-1, sec. 6) [Agriculture]  
*Fish Inspection Act* (RSC 1970 c. F-12, sec. 17) [Environment]  
*Food and Drugs Act* (RSC 1970 c. F-27, sec. 25) [National Health and Welfare]  
*Maple Products Industry Act* (RSC 1970 c. M-2, sec. 6) [Agriculture]  
*Shipping Conferences Exemption Act* (RSC 1970 c. 39, secs. 2 and 1 [1st Supp.]) [Transport]  
*Winding-Up Act* (RSC 1970 c. W-10, sec. 2) [Finance]

# Restrictive Trade Practices Commission





# Restrictive Trade Practices Commission

## Mailing Address

P.O. Box 336  
Postal Station "A"  
Ottawa, Ontario  
K1N 8V3

## Minister

Minister of Consumer and Corporate Affairs Canada

## Principal Officers

Acting Chairman .....	L.-A. Couture, Q.C.
Members .....	R.S. MacLellan, Q.C.
	F. Roseman
Senior Economist .....	E.C. Savage
Economist .....	B. Kendall
Secretary and Registrar .....	G.M. Payette

## Historical Background

The Commission, established in 1952 under the *Combines Investigation Act*, consists of four members including the Chairman.

## Overall Responsibilities

In respect of trade practices such as exclusive dealing and tied selling and other matters contained in Part IV.1 of the Act, on application of the Director of Investigation and Research, the Commission, after holding a hearing at which evidence is submitted by the Director and the party against whom an order is sought, may issue an order prohibiting the practice or action in question, if the situation comes within the conditions specified. In the case of restrictive trade practices such as combinations in restraint of trade contained in Part V of the Act, the Commission is responsible for appraising evidence submitted to it by the Director and the parties against whom allegations have been made, holding hearings and making reports to the Minister of Consumer and Corporate Affairs Canada.

**Regional Offices** — There are none.

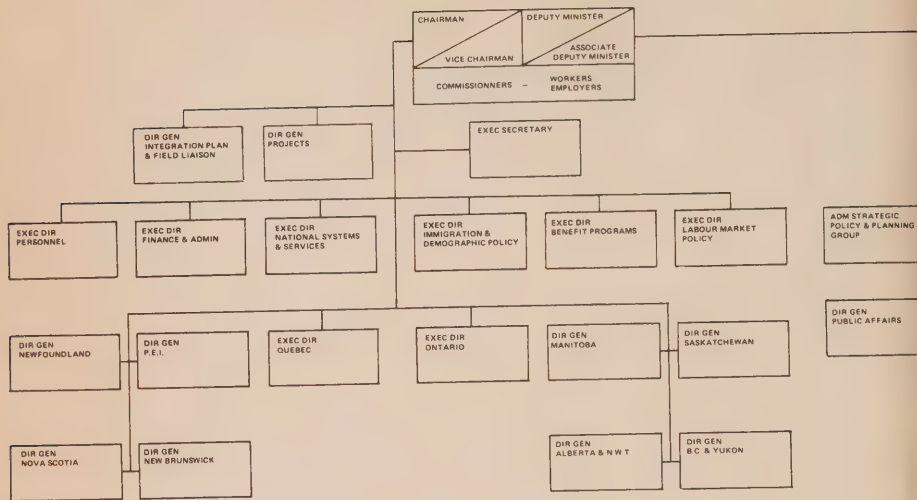
**Additional Information** — May be obtained from the Secretary of the Restrictive Trade Practices Commission.

**Parliamentary Committee** — Miscellaneous Estimates Committee.

**Auditor** — General of Canada.

**Statutes** — *Combines Investigation Act*.

## Employment and Immigration Commission/Department



# Department of Employment and Immigration

## Head Office

E.A. Bourque Memorial Building  
305 Rideau Street  
Ottawa, Ontario  
K1A 0J9

## Minister

Minister of Employment and Immigration

## Principal Officers

Deputy Minister .....	John L. Manion
Associate Deputy Minister .....	Maurice A.J. Lafontaine
Assistant Deputy Minister	
Strategic Policy and Planning .....	H.J. Hodder
Director General Public Affairs .....	B.M. Erb

## Historical Background

The Department of Employment and Immigration was reconstituted by the *Employment and Immigration Reorganization Act 1976*.

## Overall Responsibilities

The Department is responsible for Strategic Policy Development, Program Evaluation, Labour Market Research, and Public Affairs.

## Organization and Programs

The Department comprises two main divisions, Strategic Policy and Planning, and Public Affairs.

### Strategic Policy and Planning Group

This group is responsible for the development of policies, objectives and strategies for the Commission's programs relating to employment, immigration and income maintenance. In support of its research, program development, and evaluation role, the group is composed of the following branches: Strategic Planning, Program Evaluation, Economic and Labour Market Analysis, and Policy and Program Analysis. It also administers the Commission/Department libraries.

#### Strategic Planning Branch

This branch develops and coordinates the strategic and shorter-term policies and formulates the objectives for major studies to be undertaken by the group.

#### Program Evaluation Branch

This branch evaluates the Commission's policies and programs and provides advice to management on their effectiveness.

#### Economic and Labour Market Analysis Branch

This branch is responsible for the analysis and projections of economic developments in general, and labour market trends in particular. It assesses the impact of these factors and develops occupational demand and supply projections.

### **Policy and Program Analysis Branch**

This branch evaluates through research and analyses the effectiveness of modifications to current policies and programs and provides input to the strategic planning and development of objectives and policies.

### **Public Affairs Division**

The Public Affairs Division is responsible for information activities to promote the Commission's objectives and for liaison with Parliament.

In support of these objectives it provides the following: Information Services (including Media Relations), Benefit Programs, Labour Market Programs, Immigration and Demographic Policy Programs, Creative Services, Parliamentary Liaison, and Internal Information.

# Canada Employment and Immigration Commission

## Head Office

E.A. Bourque Memorial Building  
305 Rideau Street  
Ottawa, Ontario  
K1A 0J9

## Minister

Minister of Employment and Immigration

## Principal Officers

Chairman ..... John L. Manion  
Vice Chairman ..... Maurice A.J. Lafontaine

## Commissioners

Labour ..... R. Lapointe  
Management ..... W.E. McBride

## Executive Directors

Labour Market Policy ..... Duncan R. Campbell  
Executive Secretariat ..... J.C.Y. Charlebois  
National Systems and Services ..... B.K. Dertinger  
Finance and Administration ..... Fernand Godbout  
Personnel ..... J.H. Landriault  
Benefit Programs ..... L.E. St-Laurent  
Immigration and Demographic Studies ..... Richard M. Tait

## Historical Background

The Canada Employment and Immigration Commission was established by the *Employment and Immigration Reorganization Act 1976*, as the result of the integration of the Department of Manpower and Immigration and the Unemployment Insurance Commission.

## Overall Responsibilities

The Commission is responsible for the development and utilization of manpower resources in Canada, employment services, immigration, and income maintenance benefits.

## Organization and Programs

The Commission comprises seven principal divisions: Labour Market Policy; Executive Secretariat; National Systems and Services; Finance and Administration; Personnel; Benefits and Services; Immigration and Demographic Studies; as well as the ten regional offices.

## **Labour Market Policy Group**

The group is responsible for labour market policies and programs embracing training and development, counselling and placement services to clients and services to firms. It includes the following branches: Employment Training, Employment Services, Job Creation, Labour Market Development, Occupational and Career Analysis and Development, and Special Client Needs.

### **Employment Training Branch**

This branch administers a broad range of training programs which include institutional basic training and skill courses, as well as industrial training, and courses in support of provincial apprenticeship programs.

### **Employment Services Branch**

Employment services such as placement, counselling, mobility and clearance are available to both workers and employers.

### **Job Creation Branch**

A range of special employment services, designed to assist Canadian workers who experience unusual difficulty entering or re-entering the labour force, include Canada Works, Young Canada Works, the Local Employment Assistance Program and Summer Job Corps.

### **Labour Market Development Branch**

This branch includes the Manpower Employer Services and the Community Employment Strategy Office.

The Manpower Employer Services ensures that demand for labour is met from Canadian sources and that measures are taken to meet future manpower needs. The Manpower Consultative Service helps industries adjust to change and use their manpower resources effectively.

The Community Employment Strategy Office is responsible for the development of national policies to assist the implementation of its strategy. It is also responsible for ensuring the full participation of other federal departments in Ottawa and for providing functional guidance to senior regional personnel of the Canada Employment Centres responsible for the day-to-day implementation of the strategy.

### **Occupational and Career Analysis and Development Branch**

This branch develops the policies, methods and materials essential to occupational information systems and the employment counselling process.

### **Special Client Needs Branch**

This branch deals with the supply side of the labour market, with emphasis on special groups such as youth, older workers, women, and handicapped people, ensuring that Canada Employment Centres are organized to give effective service to special needs clients.

## Executive Secretariat

The Executive Secretariat coordinates communications and decision making at the senior level, formulates a corporate planning cycle for the Commission/Department, and determines how effectively objectives are met. The Executive Secretariat has six services:

- Executive Secretariat Services,
- Actuarial Services,
- Intergovernmental Affairs Directorate,
- Internal Audit Bureau,
- Legal Services, and
- Special Projects Division.

## National Systems and Services Group

The National Systems and Services Group is responsible for the development of policies, plans and programs for the integrated clerical, manual and electronic data processing systems for the Commission/Department. Additional responsibilities include the planning and development of technical communication services, management information systems, and an organization and methods consultative service, monitoring and evaluating management services policies, programs and procedures. It also administers the Social Insurance Number Registration, Wage Loss Insurance, and Annuities programs.

## Finance and Administration Group

This group designs, directs and co-ordinates the Commission/Department's financial management systems. The Financial Services Branch is responsible for policy, planning and administration of all financial services. The Services Administration Branch provides all essential services to the Commission/Department in support of its programs.

## Personnel Service Group

This group provides advice to senior management on all matters of human resource management, develops personnel policies and programs, provides personnel services through corporate and regional offices, and controls the administration of personnel policies and programs throughout the Commission/Department.

The group is composed of ten regional offices and the following headquarters functional units: Security, Classification Organization and Compensation, Official Languages, Staffing, Staff Relations, Human Resource Planning, Staff Training, Organization Development and a Headquarters Personnel Service Office.

## Benefit Programs Group

Responsibility for the development and implementation of policies and programs for income maintenance benefits is shared by: Benefit Policy, Control, and Operational Monitoring and Enquiries.

### Benefit Policy Branch

This branch develops policies and programs to determine entitlement to benefits from the Commission's payment programs. It is composed of five directorates: Benefit Entitlement, Arrears, Operations, Legislative Development, and Medical Advisory.



## **Control Branch**

This branch is responsible for the development of policies and programs to prevent and detect misuse, abuse and fraud in all payment programs.

## **Operational Monitoring and Enquiries Branch**

This branch directs operational monitoring and assessment programs related to benefit payment and benefit control. This includes the response to and analysis of enquiries and correspondence.

## **Immigration and Demographic Policy Group**

This group administers the admission of immigrants and visitors in accordance with the economic, social and cultural interest of Canada. The operation is divided into seven areas: Recruitment and Selection, Enforcement, Settlement, Priorities and Program Coordination, Foreign Branch, Special Projects, and Adjudication.

## **Recruitment and Selection Branch**

This branch administers the immigration program policy and activities related to the selection of immigrants and is also responsible for refugee policy matters and the family reunification program.

## **Enforcement Branch**

This branch administers the provisions of the Immigration Act and Regulations relating to the movement to Canada and examination of persons at designated ports of entry consistent with Canadian and international standards; the examinations of persons seeking admission to, or change of status in Canada; the prevention of movement to, admission, or remaining in Canada of prohibited persons; the clearance of vehicles and crews; and the monitoring of facilitation, control and enforcement activities.

## **Settlement Branch**

This branch provides assistance for the integration of immigrants into the economic, social and cultural fabric of Canada according to needs. It coordinates the services for immigrants provided by federal, provincial and municipal governments, and voluntary agencies. It is also responsible for the admission and settlement of 50 handicapped adult refugees each year.

## **Priorities and Program Coordination Branch**

This branch coordinates and supports the activities of the group in the following program areas: resources management, data management and field operations.

## **Foreign Branch**

This branch represents the Commission/Department overseas in all matters relating to employment, immigration and income maintenance programs. It is responsible for the selection, counselling and control of immigrants, the entry of visitors (tourists and temporary workers), and the administration of refugee policy and family reunification programs. Its role also includes the monitoring and reporting of developments in foreign countries on matters of interest to the Commission or Department, and interdepartmental liaison concerning Canada's external relations.

## Special Projects Branch

This branch is responsible for the evaluation of programs related to the administration of immigration legislation and the development of new programs and systems to increase effectiveness.

## Adjudication Branch

Adjudicators attached to this branch preside over immigration inquiry proceedings in cases in dispute between an applicant for admission to Canada and the Commission.

## Regional Offices

There are 495 Canada Employment Centres and 98 Canada Immigration Centres. The activities of these offices are coordinated through 10 Regional Offices.

### Newfoundland Region

Mr. G. Everard, Director General,  
Employment and Immigration Canada,  
P.O. Box 1448,  
210 Water Street,  
St. John's, Nfld.  
A1C 5N8

### Nova Scotia Region

Mr. J.P. Leblanc, Director General,  
Employment and Immigration Canada,  
Royal Bank Building,  
P.O. Box 160,  
George & Hollis Streets,  
Halifax, N.S.  
B3J 2M4

### Prince Edward Island Region

Mr. E.M. Hutchinson, Director General,  
Employment and Immigration Canada,  
P.O. Box 1118,  
411 University Avenue,  
Charlottetown, P.E.I.  
C1A 4N9

### New Brunswick Region

Mr. D. Demers, Director General,  
Employment and Immigration Canada,  
P.O. Box 2600,  
565 Prospect Street,  
Fredericton, N.B.  
E3B 5H8

### Québec Region

Mr. G. Béland, Executive Director,  
Employment and Immigration Canada,  
550 Sherbrooke Street, West,  
Montreal, (Québec)  
H3A 1B9

### Ontario Region

Mr. J.D. Boyd, Executive Director,  
Employment and Immigration Canada,  
Canada Square Building,  
P.O. Box 25,  
2180 Yonge Street,  
Toronto, Ont.  
M4S 2E7

### Manitoba Region

Mr. G.P. Guimond, Director General,  
Employment and Immigration Canada,  
Grain Exchange Building,  
167 Lombard Avenue,  
Winnipeg, Man.  
R3B 0T6

### Saskatchewan Region

Mr. W.G. Johnson, Director General,  
Employment and Immigration Canada,  
Financial Building, Room 800,  
2101 Scarth Street,  
Regina, Sask.  
S4P 2H9

### Alberta Region

Mr. R. Gates, Director General,  
Employment and Immigration Canada,  
610 Manulife House,  
10055-106th Street,  
Edmonton, Alta.  
T5J 2Y2

### British Columbia Region

Mr. I. Thomson, Director General,  
Employment and Immigration Canada,  
Box 11145 Royal Centre,  
1055 West Georgia Street,  
Vancouver, B.C.  
V6E 2P8

**Additional Information** — may be obtained from the Director General, Public Affairs Division.

**Parliamentary Committee** — Standing Committee on Labour, Manpower and Immigration.

**Auditor** — Auditor General of Canada.

**Statutes** — The Minister is responsible for following Acts and Regulations.

**Acts:**

*Immigration Act 1976* (SC 1976-77, c. 52)

*Unemployment Insurance Act*, (SC 1970-71-72 c. 48, Part VII)

*Employment and Immigration Reorganization Act* (SC 1976-77, c. 54)

Part I *Employment and Immigration Department and Commission Act*

Part II *Canada Employment and Immigration Advisory Council Act*

*Adult Occupational Training Act* (RSC 1970 c. A-2)

*Emergency Gold Mining Assistance Act* (RSC 1970 c. E-5) — Jointly administered with the Department of Energy, Mines and Resources

*Regional Development Incentives Act* (RSC 1970 c. R-3, sec. 13)

*Reinstatement in Civil Employment Act* (RSC 1952 c. 236)

*Employment Tax Credit Act* (An Act to amend the Income Tax; SC 1977-78, c. 4)

**Regulations:**

Immigration Regulations, 1978

Unemployment Insurance Regulations

National Employment Service Regulations

Labour Mobility and Assessment Incentives Regulations

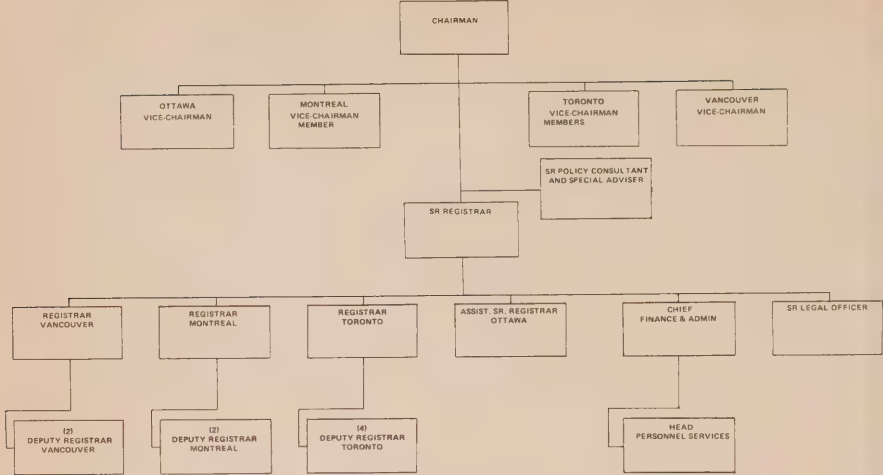
Manpower Mobility Regulations

Adult Occupational Training Regulations

Employment Tax Credit Program Regulations



Immigration Appeal Board



# Immigration Appeal Board

## Head Office

116 Lisgar Street  
Ottawa, Ontario  
K1A 0K1

## Minister

Minister of Employment and Immigration

## Members of the Board

Chairman, Miss Janet V. Scott ..... Ottawa, Ontario

### Vice-Chairmen

Gerard Legaré ..... Ottawa, Ontario

Jean-Pierre Houle ..... Montreal, Quebec

Anton Bernard Weselak ..... Toronto, Ontario

Charles M. Campbell ..... Vancouver, British Columbia

Frank Glogowski ..... Ottawa, Ontario

### Other Members

Ugo Benedetti ..... Toronto, Ontario

Mrs. Dorothy Petrie ..... Toronto, Ontario

Mrs. Ethyl Teitelbaum ..... Toronto, Ontario

Mrs. Rachel Tremblay ..... Montreal, Quebec

## Principal Officers

Senior Registrar ..... Roger Helie

## Historical Background

The Immigration Appeal Board was established by the *Immigration Appeal Board Act* that was proclaimed on November 13, 1967 (RSC 1970 c. 1-3). This Act was repealed on April 10, 1978 (PC-1978-669), and replaced by the *Immigration Act*, 1976, assented to on August 5, 1977 and proclaimed April 10, 1978.

The Board is designated as a Department within the meaning of the *Financial Administration Act* (OIC-PC 1970-34, 14 January 1970).

## Overall Responsibilities

The Board is a Court of Record independent of any government department or agency in the exercise of its judicial functions. Its members are appointed by the Governor-in-Council.

Court facilities are established in Montreal, Ottawa, Toronto and Vancouver and the Headquarters are located in the National Capital Region. The Board also arranges Court hearings in the Provincial capital cities as necessary.

The Act provides an avenue for certain categories of persons who are ordered removed from Canada to appeal to the Board. It also provides an appeal by Canadian sponsors whose applications for admission of relatives from abroad have been refused pursuant to the Act or Regulations.

Persons who claim to be Convention Refugees who have been informed by the Minister, pursuant to the Act, that they are not Convention Refugees, may, within such time as prescribed, make an application to the Board for a redetermination of their claims that they are Convention Refugees.

The Minister may appeal to the Board on any ground of appeal that involves a question of law or fact or mixed law and fact from a decision of an adjudicator.

The Chairman and not less than two other members or a Vice-Chairman and not less than two members constitute a quorum of the Board.

Appeal hearings are public unless the Board approves a request by either party to the appeal that it be held "in camera".

### **Regional Offices**

Information concerning appeals is available at the following offices:

Cadillac Building  
510 St. Laurent Boulevard  
Montréal, Québec  
H2Y 2Y9

116 Lisgar Street  
Ottawa, Ontario  
K1A 0K1

102 Bloor Street West  
Toronto, Ontario  
M5S 1M8

P.O. Box 49180  
Suite 1583  
3, Bentall Centre  
595 Burrard Street  
Vancouver, British Columbia  
V7X 1K8

**Additional Information** — Office of the regional registrar or in Ottawa, the senior registrar at head office.

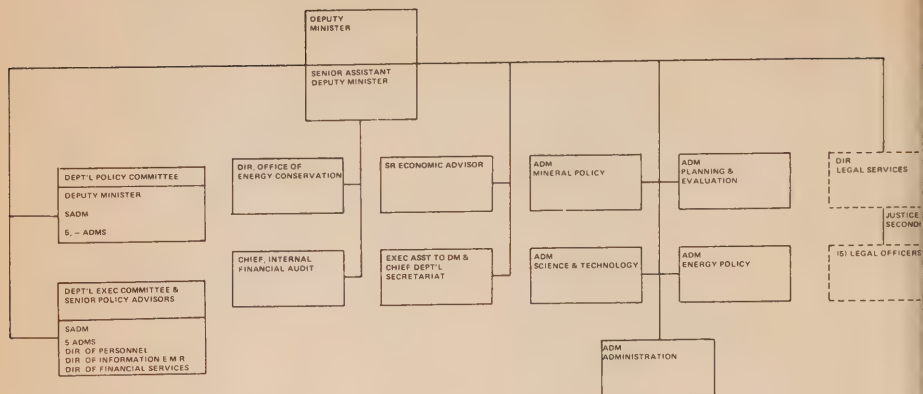
**Parliamentary Committee** — Standing Committee on Labour, Manpower and Immigration.

**Auditor** — Auditor General of Canada.





# Department of Energy, Mines and Resources



# Department of Energy, Mines and Resources

## Head Office

580 Booth Street  
Ottawa, Ontario  
K1A 0E4

## Minister

Minister of Energy, Mines and Resources

## Principal Officers

Deputy Minister .....	Gordon M. MacNabb
Senior Assistant Deputy Minister .....	Dr. Charles H. Smith
Assistant Deputy Ministers	
Mineral Policy .....	Jean-Paul Drolet
Energy Policy .....	A. Digby Hunt
Science and Technology .....	Dr. J.D. Keys
Planning and Evaluation .....	Dr. Pierre L. Bourgault
Administration .....	William McKim

## Historical Background

Energy, Mines and Resources (EMR) is a comparatively new department but some of its components have long histories — one predates Confederation. In 1907 the Department of Mines was established to investigate all problems of a scientific nature involved in the search, development, treatment and utilization of Canadian ores and minerals, through its two main units, the Geological Survey of Canada and the Mines Branch.

In 1936 the Department was reorganized to become the Department of Mines and Resources with its branches being: Mines and Geology; Lands, Parks and Forests; Surveys and Engineering; Indian Affairs, and Immigration. The Department of Mines and Technical Surveys (M & TS) came into being on December 10, 1949. The branches were: Geological Survey, Mines Branch, Surveys and Mapping, Geographical Branch and the Observatories Branch. In 1966 control of the Water Resources and Resource Development Branches was transferred to M & TS from the Department of Northern Affairs and National Resources.

In October 1966, M & TS became the Department of Energy, Mines and Resources (the *Department of Energy, Mines and Resources Act*, RSC 1970 c. E-6) with a new and important role of policy-maker in energy development added. In 1970 the Observatories Branch was renamed the Earth Physics Branch when the astronomy division of the Branch was transferred to the National Research Council. In 1971 the Water Sector was transferred to the new Department of the Environment.

Even though EMR's history is comparatively short, some branches have been in existence for more than a century. The Geological Survey of Canada, founded in 1842 by Sir William Logan, is the oldest scientific organization in Canada. Earth Physics Branch, formerly the Dominion Observatory, dates from 1871. Parts of the Surveys and Mapping Branch were established in 1872, and Mines Branch (now the Canada Centre for Mineral and Energy Technology) was formed in 1907.

## **Overall Responsibilities**

The objective of the Department of Energy, Mines and Resources is to enhance the discovery, development and use of the country's mineral and energy resources and broaden the knowledge of Canada's landmass for the benefit of all Canadians. To attain this objective, the department devises and fosters national policies based on research and data collection in the earth, mineral, and metal sciences, and on social and economic analyses. The department also carries out an earth sciences program directed toward the conservation and use of the Canadian landmass, and it provides, as a national service, the scientific and technical information generated in this program (such as topographic and geological maps, atlases and remote sensing data) to a wide span of customers across the country.

## **Organization and Programs**

The department comprises five sectors: Energy Policy; Mineral Policy; Science and Technology; Planning and Evaluation; Administration and two branches: Office of Energy Conservation; Information EMR.

### **Energy Policy**

This sector is responsible for co-ordinating, promoting and recommending national policies and programs with respect to energy. Its mandate entails studies and appraisals of all aspects of energy resource development, production, transportation, processing, and use. It is concerned with such matters as:

- (a) the quantity and quality of existing and projected resources of energy;
- (b) the demand for energy in Canada and the availability of surplus resources;
- (c) regional development aspects associated with energy, energy transportation systems and the lead-time for their development;
- (d) policies to control foreign ownership of energy resources;
- (e) the role of the federal government itself vis-à-vis energy resource development;
- (f) the economic impact of the energy industries and the financial needs of those industries;
- (g) the scale and type of energy research that should be carried on in Canada;
- (h) the outlook for developing new energy resources to meet future needs; and
- (i) the environmental problems posed by the development, transportation, processing and use of various energy forms, and the Canadian energy policy within the international context.

The sector also has a mandate for the management and conservation of non-renewable resources in certain land and offshore areas under federal jurisdiction.

The Energy Policy Sector administers the Energy Development Activity of the Mineral and Energy Resources program. Responsibility for energy in a total context is centered in the following branches of the sector: Energy Policy Analysis; Energy Policy Co-ordination and Financial and Corporate Analysis. Policy advice on individual energy resources is formulated by these branches: Petroleum Utilization Group; International Petroleum; Petroleum Resources; Coal; Uranium and Nuclear Energy; Electrical Energy; Renewable Energy Resources. The Resource Management and Conservation Branch administers and manages the federal interests in mineral resources off Canada's East and West coasts, in Hudson Bay and in Hudson Strait.

## Mineral Policy

This sector studies, analyzes, and provides economic, foreign trade, marketing, social, statistical, and financial information on non-renewable resources. It develops policy proposals for the government and the Canadian mineral industry for the determination of policies and decisions that will ensure an adequate, dependable and timely flow of minerals to meet the country's needs at reasonable cost and contribute to the Canadian long-range economy and well-being.

Many of its activities are concerned with examining and anticipating mineral and related resource issues and perspectives so as to assess the economic and social merits of alternative policy and program options. Hence, there is an emphasis on integrating broad social science analysis with technical economic analyses of mineral industry behaviour and problems.

Studies may be regional, national, or international in character. Program activities include comprehensive studies on: mineral commodities, including institutional, corporate and technological factors in supply-demand relationships; mineral sector development planning, including forecasts and futures research; economic and social development; mineral policy analysis, including taxation and legislation; and multi-resource development harmonization and foreign industry developments.

Such activities reflect a concern for the effects of changing technology, mineral marketing, further processing, transportation, foreign ownership and control, domestic and international capital flows, mineral sector financing, multi-national firm behaviour, labour-management relations, government-industry relations, inter-governmental mechanisms and cooperation, manpower training and mobility, aspects of environmental quality standards, tariffs, conservation, mineral recovery, foreign development strategies, social stability, community development objectives, social dislocation, resource potential, mining communities, and modelling and forecasting techniques.

This sector manages the greater portion of the Minerals Program.

## Science and Technology

This sector carries out a broad range of scientific research and data collection pertaining to the earth sciences; geodesy, geology, geophysics, geochemistry, mineralogy, metallurgy, geography. It acquires a knowledge of the physical characteristics of the Canadian landmass, its energy and mineral resource potential, and related basic data essential for engineering and resource development purposes. Through its surveys, maps, and reports, the sector furnishes the scientific data about the earth's crust necessary for the efficient development, use and conservation of the country's natural resources. It also carries out applied and basic research towards increasing effectiveness in the extraction of minerals and in the use of derived metals and other substances.

The sector comprises the Surveys and Mapping Branch, the Geological Survey of Canada (which includes the Atlantic Geoscience Centre and the Institute of Sedimentary and Petroleum Geology), the Canada Centre for Mineral and Energy Technology (formerly the Mines Branch), the Earth Physics Branch, the Polar Continental Shelf Project, the Canada Centre for Remote Sensing, the Explosives Branch and the Canada Centre for Geoscience Data, and the Office, Energy Research and Development.

The sector administers the Earth Sciences Program, and participates in the Mineral and Energy Programs.

## Surveys and Mapping Branch

This branch is the agency responsible for the determination and portrayal of the physical dimensions of the national domain.

In fulfilling these responsibilities, the branch establishes and maintains fundamental geodetic survey systems; the national topographic series of basic mapping; national aeronautical charting; the national, territorial and Crown land boundaries; the national atlas and related geographical documents.

This branch administers the following activity components of the Earth Science Services Program: Geodetic Service, Topographic Service, Land Boundary Service, Geographic Service and Support to Other Agencies.

## Geological Survey of Canada

The Geological Survey of Canada provides systematic knowledge about the geology of Canada in order to identify and facilitate the discovery of non-renewable energy and mineral resources and to evaluate the effects that man's activities have on the landmass. Systematic surveys, regional studies and national compilations are undertaken to expand the data base upon which such activities depend. Information required to aid in the discovery and evaluation of uranium and other mineral deposits is obtained from geophysical and geochemical surveys commonly carried out under contract to industry. In addition, metallogenic and geomathematical methods are applied to evaluate mineral resources. The branch is a major contributor to the annual departmental assessments made of Canada's oil and natural gas, coal, and uranium resources and to the less frequent appraisals of other essential mineral commodities. Studies are made of the environmental impact of transportation corridors (particularly pipelines) on the relatively fragile northern environment. Increasing attention is being given to studies in marine geoscience. The physical properties and engineering attributes that control the character of the coastline, seafloor, and offshore sediments are examined primarily in support of exploration for oil and natural gas. The branch participates in a departmental program designed to evaluate geological solutions to the problem of radioactive waste disposal. The results of all branch activities are made available to government, industry and the public by means of formal publications, open file releases, maps, and also reports published in the world scientific press.

## Canada Centre for Mineral and Energy Technology (CANMET)

This branch is a large laboratory and pilot plant complex carrying out applied and basic research for Canadian mineral industry in the more efficient extraction of minerals, and to improve the methods of utilizing metals, minerals and fossil energy resources. Its facilities include laboratories for mining, mineral processing, physical metallurgy and fossil fuel energy technology. Research is carried out on such matters as stability of underground and open-pit mines, methods of rock breakage, safety and health related problems in the mine environment, land reclamation and revegetation, and methods of obtaining maximum efficiency in mining operations. The Centre is also concerned with mineral deposits of economic interest; technology to increase recovery from ferrous and non-ferrous mineral deposits; research on the properties of metals and development of materials for the resource industries; assessment of oil, gas, coal, peat and radioactive mineral resources; development of methods for mining, separating and refining bitumens and heavy oils; strategies for



substituting cheaper and more abundant fuels for scarce ones; development of technology to improve coal beneficiation, coal conversion to gaseous and liquid products and technology directed towards improving fuel utilization; research on techniques to minimize any possible adverse effects on public health and safety and on the natural environment arising from mining, metallurgical and energy-producing operations. An active information dissemination program is in place to transfer results of world-wide research and development in these and related areas to the Canadian mining, mineral and energy industries.

CANMET is involved in the Energy Sources: Supply, Demand and Substitution, and Energy Research and Technology Development activities of the Energy Program; and the Mineral Resources Determination, Mineral Technology Development, and Administration of the *Canada Explosives Act* activities of the Minerals Program.

### Earth Physics Branch

This branch ensures the availability of geophysical information concerning the configuration, evolution, structure and dynamical processes of the solid earth and the hazards associated with natural and induced geophysical phenomena with special reference to the Canadian landmass. National networks of seismic, magnetic and earth motion observatories are operated throughout Canada to monitor geophysical phenomena; field surveys are conducted to improve and complete magnetic and gravity coverage of Canada and offshore areas, to map the geothermal regime including permafrost and to obtain paleomagnetic and seismological data in key areas; multidisciplinary field and laboratory experiments are conducted to solve key problems; geophysical data bases and technical information services are maintained.

Typical scientific thrusts include:

- (a) earthquake hazards reduction and seismic risk estimation in Canada, research into earthquake prediction and improved seismological identification of underground nuclear explosions;
- (b) permafrost studies of potential northern pipeline routes and geothermal resource estimation in Canada;
- (c) the production of magnetic charts and standards and the gravity map of Canada;
- (d) geophysical support of the radioactive waste disposal in geological formations program and the investigation of meteorite craters; and
- (e) satellite geodynamics and crustal stability studies.

The branch administers the Earth Physics Service Activity within the Earth Science Services Program.

### Polar Continental Shelf Project

This project seeks to increase the scientific and technical knowledge about the arctic regions of Canada. The project works direct with other branches of the department in planning and carrying out an integrated program of arctic research and surveys; it conducts independent investigations to obtain information about arctic phenomena, resources or conditions, and it cooperates with other government departments and agencies and with universities to provide expertise and facilities for arctic studies.

Major programs, most of which are undertaken in cooperation with other departmental branches or agencies, include:

- (a) aeromagnetic surveys of arctic regions and the preparation of aeromagnetic maps;



- (b) geodetic and topographic surveys of arctic regions to improve surveying techniques and knowledge of glaciology;
- (c) the investigation of the marine geology of the arctic continental shelf and continental slope; and
- (d) the investigations of the terrestrial geology of arctic regions.

This branch administers the Polar Continental Shelf Studies Activity (Earth Sciences Program).

### Canada Centre for Remote Sensing

This Centre is responsible for coordinating and providing technology for a national program for resource satellites and remote airborne sensing. In 1971, Canada and the United States agreed on a joint program for use of satellites and aircraft in surveys of the natural environment. The objective of the program is the use of remote sensing technology for the monitoring of air, water, land, forest, and crop conditions and the mapping of movements of ice and of ocean currents in Canadian and American waters and the observation of geological, hydrological, vegetation, and soil phenomena. Under the agreement, the Centre receives data direct from NASA's LANDSAT satellites. The Centre is also preparing to read out SEASAT-A, an experimental satellite equipped with microwave sensors capable of day and night operation, in clear weather or through fog and clouds. The main SEASAT experiments will deal with maritime operations through improved ice forecasts, vessel traffic management, and sea state reports. The Canadian ground read-out stations are located in Prince Albert, Sask., and Shoe Cove, Nfld., and the data-handling facilities are in Ottawa, Ont. Canada has a remote sensing aircraft program to supplement the satellite data to provide greater detail where required.

The Canadian Advisory Committee on Remote Sensing, composed of representatives of federal and provincial governments, universities and industry interested in the data produced by remote sensing, advises the director of the Centre on policy and priorities.

This branch administers the Canada Centre for Remote Sensing Activity (Earth Sciences Program).

### Explosives Branch

The Explosives Branch is responsible for regulating all factories that produce commercial blasting explosives, military explosives, blasting accessories, gunpowder, smokeless powders and percussion primers, ammunition, fireworks and other products of pyrotechnics, and for the quality and safety of their products. This responsibility extends also to the road transportation of these items and to their storage, sale and importation.

### Canada Centre for Geoscience Data

The Centre serves primarily as a national referral centre for public geoscience data and related information dealing with the Canadian landmass and its offshore regions, with emphasis on data sources required for the study, exploration and assessment of nonrenewable energy and mineral resources. To provide for the identification of sources, and the management and dissemination of resulting secondary information, the Centre operates the Canadian Geoscience Data Referral System (CGDRS) in cooperation with federal, provincial and professional organizations throughout Canada. National and international links with other referral centres provide access to additional sources of scientific and technical information.

This independent division administers the Geoscience Information Transfer Sub-activity (Earth Science Services Program).

## Office of Energy Research and Development

This office established in January 1974 acts as the Secretariat for the interdepartmental Panel on Energy Research and Development (R&D), which advises the Minister of Energy, Mines and Resources on energy R&D policies and properly co-ordinated programs, required to help in meeting the national energy policy objectives, including self-reliance by the 1980s. These activities have led to a new specially allocated energy R&D budget of \$35 million for 1978-79, in addition to other expected federal on-going expenditures of \$110 million in various established areas related to energy R&D, such as nuclear energy and fossil fuels.

## Planning and Evaluation

This sector comprises a small staff-group which is responsible for departmental strategic and program planning, evaluating the adequacy and effectiveness of departmental programs and activities, and the coordination of liaison between the department and other departments, other governments, and the private sector.

## Administration

This sector provides policy direction and central administrative support services for departmental programs in the fields of financial operations, personnel, general administration, management consulting and computer operations. The sector administers the Administration and Special Supporting Services activities of the Administration Program.

## Office of Energy Conservation

The office established in November 1973 is responsible for policy, advice, research and increased public awareness concerning the essential role of energy conservation. It also serves as a focus through which the views and ideas of various agencies, as well as of provincial governments and private groups, may be expressed concerning the conservation of energy.

## Information EMR

This branch is responsible for the departmental public relations and information program, and for the editing and production of publications, scientific papers, and public information material prepared within the department.

**Additional Information** — Requests for additional information should be directed to the applicable sector or branch at the Head Office address.

**Parliamentary Committee** — Standing Committee on Natural Resources and Public Works. Copies of background papers may be requested from the Committee.

**Auditor** — Auditor General of Canada.

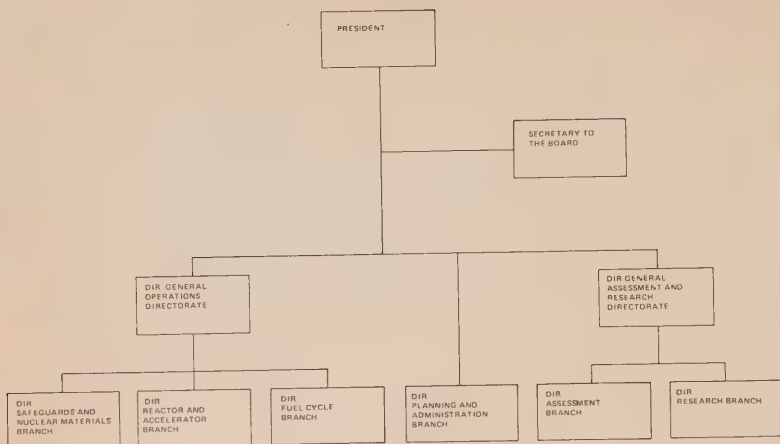
## **Statutes**

The Minister is responsible for the:

*Arctic Waters Pollution Prevention Act* (RSC 1970 c. 2 [1st Supp.])  
*Atomic Energy Control Act* (RSC 1970 c. A-19)  
*Canada Lands Surveys Act* (RSC 1970 c. L-5, except Part III)  
*Department of Energy, Mines and Resources Act* (RSC 1970 c. E-6)  
*Emergency Gold Mining Assistance Act* (RSC 1970 c. E-5)  
*Energy Supplies Emergency Act* (SC 1973-74 c. 52)  
*Explosives Act* (RSC 1970 c. E-15)  
*National Energy Board Act* (RSC 1970 c. N-6)  
*National Parks Act* (RSC 1970 c. N-13)  
*National Petroleum Company Act* (SC 1975 c. 61)  
*Oil and Gas Production and Conservation Act* (RSC 1970 c. O-4) as amended  
*Petroleum Administration Act* (SC 1975 c. 47)  
*Public Lands Grants Act* (RSC 1970 c. P-29)  
*Representation Commissioner Act* (RSC 1970 c. R-6, art. 8[2])  
*Resources and Technical Surveys Act* (RSC 1970 c. R-7) as amended  
*Territorial Lands Act* (RSC 1970 c. T-6)



# Atomic Energy Control Board



# Atomic Energy Control Board

## Head Office

270 Albert Street  
Ottawa, Ontario

## Mailing Address

P.O. Box 1046  
Ottawa, Ontario  
K1P 5S9

## Minister Designated

Minister of Energy, Mines and Resources

## Members of the Board

President, Dr. Alan T. Prince

### Members

Sylvia O. Fedoruk .....	Saskatoon, Sask.
Prof. Laurent Amyot .....	Montréal, Qué.
J.L. (Roy) Olson .....	Brockville, Ont.
President, National Research Council	

## Principal Officers

President .....	Dr. Alan T. Prince
Secretary to the Board .....	Robert W. Blackburn
Director General, Operations Directorate .....	Jon H. Jennekens
Director General, Assessment and Research Directorate .....	Paul E. Hamel
Director, Planning and Administration Branch .....	John G. McManus

## Historical Background

The Atomic Energy Control Board was established in 1946 by the *Atomic Energy Control Act* (RSC 1970 c. A-19). The Board is designated as a departmental corporation (Schedule B) within the meaning and purpose of the *Financial Administration Act*. The Board is an agent of Her Majesty.

## Overall Responsibilities

The Board is primarily a regulatory body which controls the development, application, and use of atomic energy through the authority of the Act and through regulations approved by the Governor-in-Council.

The Board controls by means of a comprehensive licensing system, all dealings in prescribed atomic energy substances and equipment, for the purpose of assuring that such substances and equipment are utilized with proper consideration of health and safety and of national and international security. The Board's licensing system is administered with the co-operation of other relevant federal and provincial government departments.

The health and safety control of prescribed atomic energy substances and equipment is effected by requiring all prospective licensees to make application to the Board and to include with that application, all relevant information on the details of the substance or equipment and its proposed use, as well as operational and safety procedures and equipment, qualifications and experience of users or operators, radioactive waste management proposals, environmental considerations, etc. This information is evaluated by the Board's technical staff and advisers, and, if the application is found acceptable, an appropriate licence is then issued. Board inspection officers visit licensees to assure their compliance with the licence and with the *Atomic Energy Control Regulations*.

The security control of prescribed atomic energy substances and equipment assures that Canada's national policies and international commitments are met. This is effected by controlling the import and export of such substances and equipment in co-operation with other federal government agencies. Provisions of the Non-Proliferation Treaty are administered under a safeguards agreement which provides for the inspection of the Canadian nuclear program by officers of the International Atomic Energy Agency.

The *Atomic Energy Control Act* empowers the Board to award grants for atomic energy research. Responsibility for university research under this program was turned over to the National Research Council on 1 April, 1976, and the Board now concentrates on contracted, mission-oriented research in support of its regulatory activities.

The *Nuclear Liability Act* (RSC 1970 c. 29, 1st supp) assigns to the Board certain responsibilities relating to the liability indemnification of nuclear installations.

## **Organization and Programs**

The Board staff organization is composed of the President's Office, the Operations Directorate, the Assessment and Research Directorate, and the Planning and Administration Branch. The organization is augmented by two internal committees: Management Committee, which provides advice to the President on administrative and operational matters, and acts for the President during absence or vacancy in that office; and the Policy Advisory Committee, which develops and presents major policy recommendations to the President and the Board.

### **President's Office**

This office embraces the staff functions of Board Secretariat, including the Office of Public Information and the Library, and the special advisers to the Board: legal, medical, science and official languages.

### **Operations Directorate**

This directorate is responsible for safety evaluation and licensing of all nuclear facilities; safeguards and nuclear materials control; compliance with licences and Regulations; and other programs.

### **Assessment and Research Directorate**

This directorate provides technical support services to the Operations Directorate, and conducts the mission-oriented research designed to provide information for use in the Board's regulatory functions.

### **Planning and Administration Branch**

This branch is responsible for such centralized administrative functions as office services, registry, personnel and finance, as well as planning and coordination, and security.

In addition to its own staff of technical experts, the Board benefits from advice from other federal departments such as the Radiation Protection Bureau of the Department of National Health and Welfare and from provincial government departments including Health, Labour, and Environment. The Board appoints advisory committees such as the Reactor Safety Advisory Committee whose membership is drawn from federal, provincial, and municipal levels of government. Advisors, inspectors, and advisory committees not only provide a more extensive and specialized advisory and inspection resource, but also facilitate inter-governmental and inter-departmental co-operation in areas of interest to the Board.



**Additional Information** — may be obtained from the Chief, Office of Public Information, (613) 995-5894.

**Parliamentary Committee** — Standing Committee on National Resources and Public Works.

**Auditor** — Auditor General of Canada.

# Atomic Energy of Canada Limited

## Head Office

275 Slater Street  
Ottawa, Ontario  
K1A 0S4

## Minister Designated

Minister of Energy, Mines and Resources

## Board of Directors

Ross Campbell	Ottawa, Ontario
D.M. Culver	Montreal, Quebec
D.A. Golden	Ottawa, Ontario
James Donnelly	Ottawa, Ontario
H.W. Macdonell, Q.C.	Toronto, Ontario
G.M. MacNabb	Ottawa, Ontario
G.F. Osbaldeston	Ottawa, Ontario
Dr. L.A. Picard	Montreal, Quebec
T.K. Shoyama	Ottawa, Ontario
D.J. Smith	London, Ontario
A.G. Swanson	Calgary, Alberta
Dr. H.G. Thode	Hamilton, Ontario
W.M. Young	Vancouver, B.C.

## Principal Officers

Chairman of the Board	Ross Campbell
President	James Donnelly
Executive Vice-President, Research and Development	Dr. A.J. Mooradian
Vice-Presidents	
Finance	James Hardwick
Commercial Products	J.M. Beddoes
Heavy Water Projects	A. Dahlinger
Whiteshell Nuclear Research Establishment	R.G. Hart
Power Projects	Dr. G.A. Pon
General Manager, Chalk River Nuclear Laboratories	G.M. James
Corporate Secretary	Dr. P.R. Cote
Treasurer	E. Deslauriers
General Counsel	A.P. Foster

## Historical Background

Atomic Energy of Canada Limited (AECL) was incorporated as a Crown company in 1952 under the provisions of the *Companies Act*. On April 1, 1952 the company assumed responsibility for operation of the Chalk River project from the National Research Council.

This Crown corporation is designated as an agency corporation (Schedule C) within the meaning and purpose of the *Financial Administration Act* (OIC, P.C. 1952-4307, 23 Oct 1952). The Company is an agent of Her Majesty.

## Overall Responsibilities

AECL is responsible for research into and development of peaceful uses of nuclear energy; in particular, the development of nuclear power systems to meet Canadian needs and medical and industrial applications of radioisotopes and radiation.

The company's activities include:

- (a) operation of laboratories for fundamental and applied research and engineering development;
- (b) design of nuclear power systems;
- (c) marketing of nuclear power stations, components and technology;
- (d) construction and operation of heavy water production plants; and
- (e) production and marketing of radioisotopes and the design, manufacture and marketing of equipment for the utilization of radioisotopes and radiation.

## Organization and Programs

The executive offices of AECL are at Head Office, Ottawa, to which is attached also the Nuclear Power Marketing group. Chalk River Nuclear Laboratories and the Whiteshell Nuclear Research Establishment engage in fundamental and applied research in physics, chemistry, biology and medicine, and in engineering development related to design and construction of nuclear power plants.

Commercial Products Division processes and markets radioactive isotopes for industry and medical diagnosis and treatment, develops new uses for isotopes and manufactures and markets equipment for the application of radiation and radioactive isotopes. Commercial Products operates as a separate, self-supporting, commercial enterprise.

Power Projects is the main engineering group of AECL. It provides design and development engineering, project control, and management for nuclear power plants based on the CANDU (Canada Deuterium Uranium) system. Customers include Ontario Hydro, Hydro-Québec, and New Brunswick Electric Power Commission, as well as overseas utilities. Power Projects acted as project managers for the Nelson River high voltage D.C. transmission system completed for Manitoba Hydro.

Heavy Water Projects is responsible for the construction and operation of heavy water plants in order to supply the Canadian nuclear power program. The plant at Glace Bay, N.S., was rehabilitated and purchased from the Province of Nova Scotia and a plant at Port Hawkesbury, N.S., was purchased from Canadian General Electric Company Limited. They are now operated by AECL. Construction of the La Prade Heavy Water Plant at Gentilly, Québec, is under way.

## Regional Offices

Glance Bay Heavy Water Plant  
P.O. Box 5  
Glance Bay, N.S.  
B1A 5V8

Power Projects-Montréal  
Suite 900  
2001 University Street  
Montréal, Qué.  
H3A 2N2

Commercial Products  
P.O. Box 6300  
Station "J"  
Ottawa, Ont.  
K2A 3W3

Power Projects  
Sheridan Park Research Community  
Mississauga, Ont.  
L5K 1B2

La Prade Heavy Water Plant  
4160 Bécancour Blvd.  
P.O. Box 700  
Gentilly, Qué.  
G0X 1G0

Heavy Water Projects  
P.O. Box 3504  
Ottawa, Ont.  
K1Y 4G1

Whiteshell Nuclear Research Establishment  
Pinawa, Man.  
R0E 1L0

Chalk River Nuclear Laboratories  
Chalk River, Ont.  
K0J 1J0

Port Hawkesbury Heavy Water Plant  
P.O. Box 698  
Port Hawkesbury, N.S.  
B0E 2V0

**Additional Information** — from Public Affairs at Head Office.

**Parliamentary Committee** — Standing Committee on National Resources and Public Works.

**Auditor** — Auditor General of Canada.

# Eldorado Aviation Limited

## Head Office

Suite 400  
255 Albert Street  
Ottawa, Ontario  
K1P 6A9

## Minister Designated

Minister of Energy, Mines and Resources

## Board of Directors

Clement G. Baschenis .....	Ottawa, Ont.
Nicholas M. Ediger .....	Ottawa, Ont.
David J. Elgee .....	Ottawa, Ont.
Gordon A. Frost .....	Ottawa, Ont.
Thomas J. Gorman .....	Ottawa, Ont.

## Principal Officers

President .....	Nicholas M. Ediger
Executive Vice-president .....	Clement G. Baschenis

## Historical Background

The Eldorado Aviation Limited was established pursuant to the *Companies Act* in April 1953. This Crown corporation is designated a "proprietary corporation" (Schedule D); and the Minister as the "Appropriate Minister" (OIC P.C. 1953-1068, 6 July 1953) within the meaning and purpose of the *Financial Administration Act*. A further Order-in-Council was issued in September 15 of that year (P.C. 1953-1402), as the 1952 revised statutes had omitted this corporation from Schedule D of the Act.

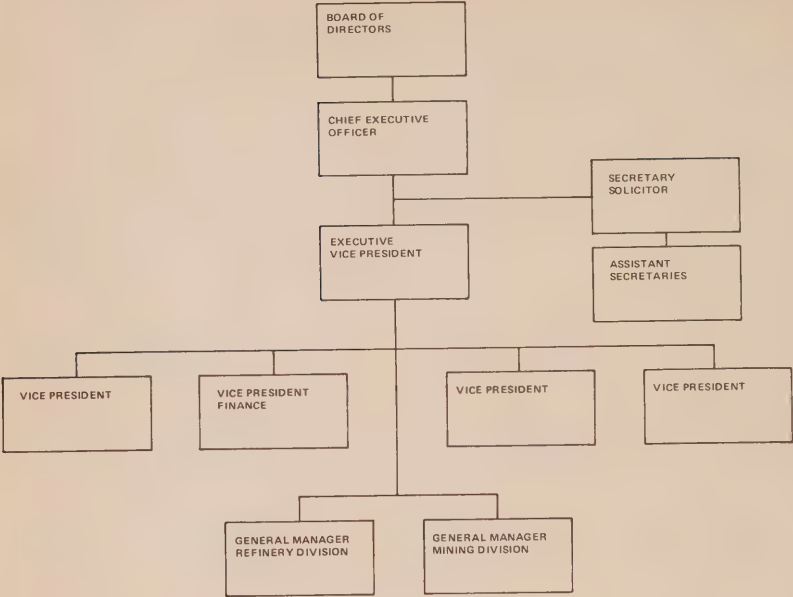
## Overall Responsibilities

The Company operates under a Class 5 licence from the Canadian Transport Commission to carry on aerial transportation of personnel and freight and to provide other air services as required under contracts between the Company and its parent, Eldorado Nuclear Limited, and the Northern Transportation Company Limited.

**Additional Information** — enquiries to be directed to the head office.

**Parliamentary Committee** — Standing Committee on National Resources and Public Works.

**Auditor** — Auditor General of Canada.



# Eldorado Nuclear Limited

## Head Office

255 Albert Street  
Ottawa, Ontario  
K1P 6A9

## Minister Designated

Minister of Energy, Mines and Resources

## Board of Directors

Clément C. Baschenis .....	Ottawa, Ont.
Marcel Bélanger .....	Québec, Qué.
William J. Bennett .....	Montréal, Qué.
Roger A. Blais .....	Montréal, Qué.
L.C. Bonnycastle .....	Toronto, Ont.
Nicholas M. Ediger .....	Ottawa, Ont.
J. Gerald Godsoe, Jr. ....	Halifax, N.S.
Maurice A.A.C. Swertz .....	Weyburn, Sask.
N.G. Van Nest .....	Toronto, Ont.

## Principal Officers

President .....	Nicholas M. Ediger
Executive Vice-president .....	Clement G. Baschenis

## Historical Background

The original company, known as Eldorado Gold Mines Limited, carried out exploration activities in the Northwest Territories leading to both the discovery and production of pitchblende at Port Radium, N.W.T., and to the refining of concentrates to produce radium at Port Hope, Ont. In June, 1943, the Company changed its name to Eldorado Mining and Refining Limited. (Both companies were incorporated under the *Companies Act of Ontario*.) On Jan. 28, 1944, the issued and outstanding shares were expropriated and held by the Minister of Munitions and Supplies in trust for His Majesty the King in Right of Canada. Later, Eldorado Mining and Refining (1944) Limited was incorporated under the *Companies Act*, for the purpose of acquiring the property, assets, and rights, and assuming the obligations and liabilities of Eldorado Mining and Refining Limited.

The Company, a Crown corporation, is designated a proprietary corporation (Schedule D) within the meaning and purposes of the *Financial Administration Act* (OIC P.C. 1968-1057, 22 May 1969; SOR/69-262). The Company is an agent of Her Majesty.

## Overall Responsibilities

The objective of Eldorado Nuclear Limited is to make a growing contribution toward satisfying Canadian energy requirements, while maximizing Canada's position in international markets for nuclear fuel used in electrical generating stations. The Company has a number of functions: it explores for and develops uranium deposits; mines and concentrates uranium ores; refines uranium concentrates (producing nuclear grade oxides for the CANDU reactor, uranium hexafluoride for ultimate use in foreign reactors, uranium metal and other products) and markets them in Canada and abroad.



## Organization and Programs

The organization of the Company comprises the following divisions:

### Exploration Division

This Ottawa-based division is responsible for increasing the Company's uranium reserves and expanding its resource base.

### Beaverlodge Operation

Beaverlodge, located in Eldorado, Sask., is engaged in mining and milling uranium ores from which  $U_3O_8$  concentrates are produced.

### Transportation Division

This division, located in Edmonton, consists of a wholly-owned subsidiary, Eldorado Aviation Limited. It provides the main link with the Beaverlodge Operation, transporting personnel, supplies and uranium concentrates.

### Refining Division

This division in Port Hope, Ontario, refines uranium concentrates to  $UO_2$ ,  $UO_3$ ,  $UF_6$  and other compounds and metal. It also manufactures other products using depleted and enriched uranium.

### Research and Development Division

This division is located in Ottawa and deals with the development and improvement of methods of uranium extraction, uranium refining and environmental protection associated with production operations.

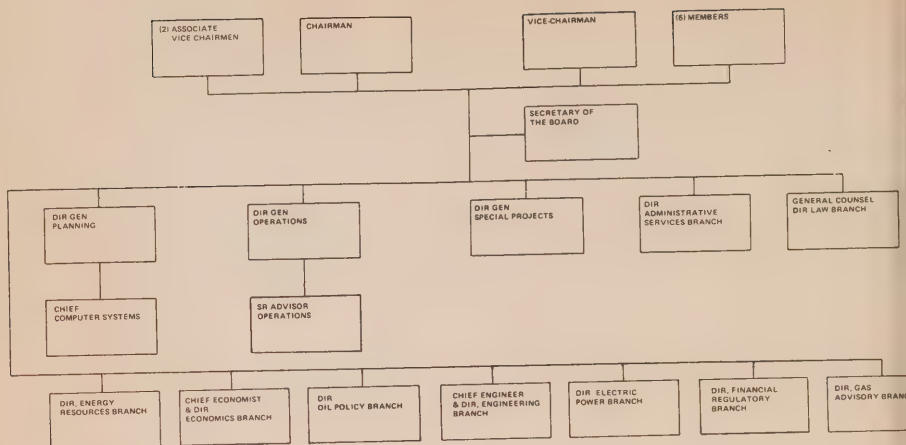
**Additional Information** — enquiries should generally be referred to the Company's head office.

**Parliamentary Committee** — Standing Committee on National Resources and Public Works.

**Auditor** — Auditor General of Canada.



# National Energy Board



# National Energy Board

## Head Office

Trebla Building  
473 Albert Street  
Ottawa, Ontario  
K1A 0E5

## Minister Designated

Minister of Energy, Mines and Resources

## Members of the Board

Chairman, Jack G. Stabback (6/82)	Ottawa, Ont.
Associate Vice-chairmen	
C. Geoffrey Edge (1/85)	Ottawa, Ont.
Livia Marie Thur (3/84)	Ottawa, Ont.
Other Members	
Ralph F. Brooks (11/80)	Ottawa, Ont.
Jacques Farmer (4/81)	Ottawa, Ont.
William A. Scotland (4/81)	Ottawa, Ont.
Robert A. Stead (6/83)	Ottawa, Ont.

## Principal Officers

Secretary of the Board	Brian H. Whittle
Directors General	
Operations	Andrew B. Gilmour
Planning	John R. Jenkins
Special Projects	F.M. Angebrandt

## Historical Background

The National Energy Board was established in June 1959 by the *National Energy Board Act* (now RSC 1970 c. N-6 as amended). The Board is designated as a department within the meaning and purpose of the *Financial Administration Act* (OIC P.C. 1959-1038, 14 Aug 1959).

## Overall Responsibilities

Under the *National Energy Board Act*, the board has two principle roles: to regulate specific areas of the oil, gas and electrical industries in the public interest, and to advise the Government on all matters concerned with the development and use of energy resources.

The Act requires the board to regulate many aspects of the energy industries to ensure that the interests of the public are protected. The regulatory role of the board encompasses the following fields:

- (a) the issuance of certificates of public convenience and necessity for interprovincial and international pipelines and international power lines — only federally incorporated companies may be granted a certificate to construct or operate interprovincial and international pipelines. Before permission is granted for construction (through a certificate of public convenience and necessity) the board considers the application at a public hearing. The board may, however, issue orders for relatively minor additions or modifications to pipeline systems or transmission lines without calling a public hearing;

- (b) pipeline utility crossings — for reasons of safety, the protection of the environment and other utilities' services, no pipeline may cross or be crossed by another utility without authorization of the board. Authorization is made by board order, without a public hearing, after consideration of all the relevant information;
- (c) safety regulations — pipeline safety is an important aspect of the board's responsibilities, and high standards are maintained through regulations and orders, and regular on-site inspections by board staff;
- (d) regulation of pipeline tolls, tariffs, accounting practices — the regulation of rates, tolls, and tariffs of pipeline companies under federal jurisdiction is carried out by the board, and the establishment of fair and reasonable rates may involve public hearings. The board, in approving or setting rates or charges for the transportation of oil and gas in a pipeline, seeks to ensure that there is no unjust discrimination against any person or locality;
- (e) the issuance of licences and orders authorizing the export of oil, gas and electric power and the import of gas — in considering applications for export licences, the board is required by the *National Energy Board Act* to satisfy itself, among other things, that the quantities of energy involved do not exceed the surplus remaining after allowance has been made for reasonably foreseeable Canadian requirements. The board must also be satisfied that the prices charged for exports are just and reasonable in relation to the public interest;
- (f) the control of exports of motor gasoline, middle distillates, propane, butane and ethylene — in connection with its advisory role, the board keeps under review all matters relating to energy within the jurisdiction of the Parliament of Canada (including the control, supervision, conservation, use, marketing and development of energy and sources of energy). The board recommends to the Minister any measure that it considers necessary or advisable in the public interest. With respect to this role, the board on its own initiative may hold inquiries into a particular aspect of the energy industry and prepare a report for the information of the Minister and the general public. The board also conducts studies and prepares reports at the request of the Minister.

In addition, the board administers Part I of the *Petroleum Administration Act* (SC 1974-75 c. 47) effective from 1 April 1974. The board administers and collects petroleum export charges and advises the Minister on the amount collected.

The National Energy Board is a court of record. With regard to attendance, the swearing and examining of witnesses, the producing and inspecting of documents, and the enforcement of its orders, it has all the powers vested in a superior court of record.

## Organization and Programs

Nine members, appointed by the Governor-in-Council, constitute the board. They are appointed for a term of seven years or until the age of 70. Four members are designated as chairman, vice-chairman and two associate vice-chairmen, respectively. Sittings are held at such times and places as necessary.

Under the direction of the chairman, the board has a staff which is organized into eight branches: Finance, Personnel and Administration, Economics, Electrical Engineering, Engineering, Financial, Law, Gas Advisory and Oil Policy. The ongoing work of these branches is controlled by three directors general: Operations, Planning, Special Projects.

## Operations

The operations facility ensures that the board is provided with the resources necessary to carry out its tasks and further ensures that these resources are utilized effectively and efficiently. This facility also co-ordinates the work program of the board, as well as, inter-branch activities (particularly with reference to the board's regulatory function).

## Planning

The planning facility develops the board's national policy recommendations. Recommendations related to both national and international long-term use of energy resources insofar as that use concerns the Government of Canada.

## Special Projects

The special projects facility is responsible for the provision of expeditious co-ordination of advice required by the board to enable it to respond to urgent requests from the Minister, the Cabinet, other departments, the energy industry — the general public.

**Additional Information** — may be obtained from the secretary of the board, at head office.

**Parliamentary Committee** — Standing Committee on National Resources and Public Works. Background papers available are the Main Estimates of the board as well as minutes of the proceedings of the committee.

**Auditor** — Auditor General of Canada.

# Petro-Canada

## Head Office

P.O. Box 2844  
Calgary, Alberta  
T2P 2M7  
(403) 232-8000

## Ottawa Office

350 Sparks Street  
Suite 306  
Ottawa, Ontario  
K1R 7S8  
(613) 238-8951

## Minister Designated

Minister of Energy, Mines and Resources

## Members of the Board

Chairman, Maurice F. Strong .....	Calgary, Alta.
Deputy Chairman, Donald Harvie .....	Calgary, Alta.
Other Members	

Hon. John B. Aird, O.C. Q.C. ....	Toronto, Ont.
J. Claude Hébert .....	Montréal, Qué.
Wilbert H. Hopper .....	Calgary, Alta.
Arthur Kroeger .....	Ottawa, Ont.
Marshall A. Cohen .....	Ottawa, Ont.
David McD. Mann .....	Halifax, N.S.
T.K. Shoyama .....	Ottawa, Ont.
Donald G. Willmot .....	Toronto, Ont.

## Principal Officers

Wilbert H. Hopper .....	President and Chief Executive Officer
Joel I. Bell .....	Senior Vice-President — Finance and Planning
Andrew Janisch .....	Senior Vice-President and Chief Operating Officer
Sam Stewart .....	Senior Vice-President — Athabasca Development
Donald M. Wolcott .....	Senior Vice-President — Project Development
John M. Godfrey .....	Vice-President — Land
Ronald P. Havelock .....	Vice-President (Law) and Secretary
Peter R. Hunter .....	Vice-President — Supply
Joseph Martinelli .....	Vice-President — Production
Robert A. Meneley .....	Vice-President — Exploration
William Morrow .....	Controller
David O'Brien .....	General Counsel
James Scurr .....	Vice-President — Human Resources

## Historical Background

Petro-Canada was established July 30, 1975 by Act of Parliament (*Petro-Canada Act*, RSC 1974-75-76, c. 61). Operations began January 1, 1976. Petro-Canada took over the Government of Canada's 45 per cent interest in Panarctic Oils Ltd., its 15 per cent interest in Syncrude Canada Ltd. and its commitment to support studies in the Polar Gas Project.

In August 1976 Petro-Canada acquired Atlantic Richfield Canada Ltd., a production and exploration company with operations in Alberta and northeastern British Columbia.



## Overall Responsibilities

Petro-Canada's mandate emphasizes certain goals: to increase the supply of energy available to Canadians; to assist the government in the formulation of its national energy policy; to increase the Canadian presence in the petroleum industry.

## Organization and Programs

In 1977 Petro-Canada ranked 10th in Canada in terms of the number of wells drilled. Exploration expenditures of \$60.5 million that year included participation in 13 of the 27 wells drilled in Canada's frontier region. The Corporation owns 93 million gross acres of leases in Canada (15 million net acres).

Petro-Canada is project leader in the Arctic Pilot Project to investigate the feasibility of moving Arctic gas to southern markets via liquid natural gas tankers.

The Corporation is also involved in a joint venture to investigate the feasibility of moving western Canadian gas to new markets in Québec and the Maritimes.

Assisting in the completion of the first offshore Arctic well, Petro-Canada is conducting innovative ice movement studies and is working with others to develop a new offshore Arctic drilling system.

As operator of the Petro-Canada, Canada-Cities Service and Imperial Oil project, a large joint venture in the Alberta Oil Sands, it is actively researching and planning the testing of in-situ processes to develop oil sands.

The Corporation has also undertaken extensive studies of factors related to heavy oil development.

**Additional Information** — enquires to be directed to Robert Foulkes, Acting Director, Corporate Communications, P.O. Box 2844, Calgary, Alberta, T2P 2M7. Tel.: (403) 232-8508.

**Auditor** — Peat, Marwick, Mitchell and Company of Calgary, Alberta.

# Uranium Canada, Limited

## Head Office

580 Booth Street  
Ottawa, Ontario  
K1A 0E4

## Minister Designated

Minister of Energy, Mines and Resources

## Directors

Gordon M. MacNabb (DM, EMR)	Ottawa, Ont.
Jean-Paul Drolet (ADM, EMR)	Ottawa, Ont.
A.S. Rubinoff (ADM, Finance)	Ottawa, Ont.
A.M. Guerin (ADM, ITC)	Ottawa, Ont.
de Montigny Marchand (Deputy Sec., PCO)	Ottawa, Ont.
J.S. Stanford (Dir. Gen., External Affairs)	Ottawa, Ont.
O. John C. Runnalls (Sr. Adviser, EMR)	Ottawa, Ont.
R.E. Williams (Sr. Adviser, EMR)	Ottawa, Ont.

## Principal Officers

President	Gordon M. MacNabb
Executive Vice-president	O. John Runnalls
Vice-president (Finance)	A.S. Rubinoff
Vice-president	Jean-Paul Drolet
Secretary	Kenneth E. Rowley

## Historical Background

This Crown corporation was incorporated under the *Canada Corporations Act* June 21, 1971. The Company is designated as an agency corporation (Schedule C) within the meaning and purpose of the *Financial Administration Act* (OIC, P.C. 1971-1610, 11 Aug. 71 SOR/71-404). The Company is an agent of Her Majesty.

The directors are elected each December for a period of one year.

## Overall Responsibilities

Business-UCAN, a Crown company, is to hold title to the Crown's share of the joint venture stockpile of uranium concentrates established under an agreement with Denison Mines Ltd. entered into as of Jan. 1, 1971, and to act on behalf of the federal government in the acquisition and sale of this uranium. Denison Mines Ltd. is to act as the sales agent for joint venture uranium. UCAN has been authorized also to act as sales agent for the general government uranium stockpile purchased in the 1963-1970 period. Title to this stockpile was transferred to UCAN on May 3, 1976.

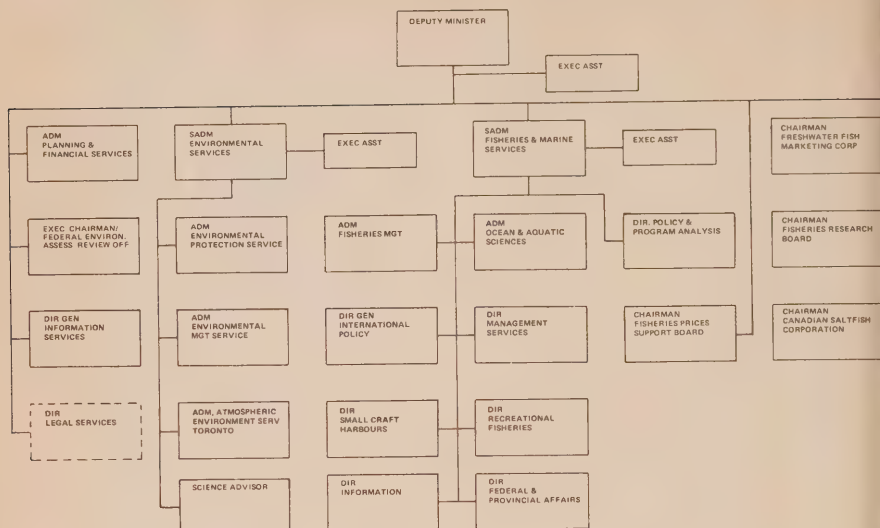
**Additional Information** — All enquiries should be sent to the secretary at head office.

**Parliamentary Committee** — Standing Committee on National Resources and Public Works.

**Auditor** — Auditor General of Canada.



# Department of Fisheries and the Environment



# Department of Fisheries and the Environment

as of March 8/79 Dept of Fisheries and the Environment

## Head Office

Fontaine Building  
Hull, Quebec

## Mailing Address

Ottawa, Ontario  
K1A 0H3

also: Dept. of the Environment

## Minister

Minister of Fisheries and the Environment  
Minister of State (Environment)

## Principal Officers

Deputy Minister	J. Blair Seaborn
Associate Deputy Minister (Fisheries and Oceans)	Donald D. Tansley
Senior Assistant Deputy Minister, Environmental Services	J. Gérin
Assistant Deputy Ministers	
Atmospheric Environment Service	Dr. Arthur E. Collin
Environment Management Service	J.P. Bruce
Environmental Protection Service	Les Edgeworth
Senior Assistant Deputy Minister, Fisheries and Marine Service	Kenneth C. Lucas
Assistant Deputy Ministers	
Fisheries Management	David J. MacEachran
Ocean and Aquatic Sciences	G.N. Ewing
Assistant Deputy Minister, Planning and Finance Service	W. Evan Armstrong

## Historical Background

The Department of the Environment was established on 11 June 1971 under Part I of the *Government Organization Act*, 1970 (SC 1970-71-72 c. 42). The department assumed the powers, duties, and functions of the then Department of Fisheries and Forestry (RSC 1970 c. F-20).

Pursuant to the *Public Service Rearrangement and Transfer of Duties Act*, (OIC P.C. 1970-2047, 26 Nov 1970; SOR/70-517, 23 Dec 1976, *Government Organization Act*, 1966), the following powers, duties, and functions were transferred from various departments of government to the then Minister of Fisheries and Forestry:

- (a) from the Minister of Indian Affairs and Northern Development — migratory birds and other wildlife; the *Game Export Act*; the *Migratory Birds Convention Act*, and that portion of the department known as the Canadian Wildlife Service;
- (b) from the Minister of Energy, Mines and Resources — that relate to water and to technical surveys within the meaning of the *Resources and Technical Surveys Act* in respect of water; the *International River Improvements Act*; the *Canada Water Act*, and those parts of the department known as the Mariner Sciences Branch, the Inland Waters Branch, and the Policy and Planning Branch;
- (c) from the Minister of National Health and Welfare — the enforcement of any rules or regulations made by the International Joint Commission pursuant to the treaty between the United States of America and England insofar as they relate to pollution programs; and those parts of the department known as the Air Pollution Control Division, and the Public Health Engineering Division of the Environmental Health Directorate; and
- (d) from the Minister of Transport — the control and supervision of that part of the department known as the Meteorological Branch of the Air Service.

## Overall Responsibilities

The duties, powers, and functions of the Minister of Fisheries and the Environment extend to and include all matters over which the Parliament of Canada has jurisdiction, not by law assigned to any other department, branch, or agency of the Government of Canada, relating to

- (a) sea coast and inland fisheries;
- (b) renewable resources, including
  - (i) the forest resources of Canada,
  - (ii) migratory birds, and
  - (iii) other non-domestic flora and fauna;
- (c) water;
- (d) meteorology;
- (e) the protection and enhancement of the quality of the natural environment, including water, air, and soil quality;
- (f) technical surveys within the meaning of the *Resources and Technical Surveys Act* relating to any matter described in paragraphs (a) to (e); and
- (g) notwithstanding paragraph (f) of section 5 of the *Department of National Health and Welfare Act*, the enforcement of any rules or regulations made by the International Joint Commission, promulgated pursuant to the treaty between the United States of America and England relating to boundary waters and questions arising between the United States of America and Canada, so far as the same relate to pollution control.

## Organization and Programs

The department has two principal components: Environmental Services, and Fisheries and Marine Service. Various service and advisory functions are provided to the department by Planning and Finance Service.

In addition there is a Federal Environmental Assessment and Review Office for which the Executive Chairman reports to the Deputy Minister on administrative matters and to the Minister on program recommendations.

## Environmental Services

Environmental Services is comprised of three operational programs dealing respectively with matters relating to meteorology, resource management in terms of water, forests, wildlife and lands, and pollution control.

The Office of the Science Advisor provides advice to senior management on the state of scientific knowledge concerning issues and developments that affect the interests and responsibilities of the department. It assesses the scientific validity of proposals and reviews the likely future needs for policies concerning the environment and renewable resources.

## Atmospheric Environment Service

The Atmospheric Environment Service (AES) is a service-oriented, scientific organization which supplies historical, current and predictive meteorological, sea-state, and ice information for all areas of Canada and adjacent waters. National Headquarters are at 4905 Dufferin Street, Toronto, Ontario, with facilities for atmospheric research, instrument design and calibration, technical and professional meteorological training, as well as administrative support.



The field programs and services of the AES are directed through six regional offices. These regional centres administer over 50 weather services to the public and special users. Networks are also maintained for obtaining surface and upper-air data on a continuous daily basis. These networks comprise approximately 270 first-order surface observing stations and over 3,000 climatological stations.

Advice and consultation on the impact of weather on human activities are supplied to a wide range of weather sensitive industries and enterprises including aviation services, construction, forestry, agriculture, marine services, recreation and tourism, resource management, fisheries and many others. Information concerning sea-state and ice conditions is provided to marine traffic in ice-congested waters, companies engaged in off-shore oil exploration, and agencies concerned with flood control and the operation of hydro-electric dams.

Research on the quality and behavior of the atmosphere includes such areas as atmospheric processes, inter-environmental reactions, air quality, meteorological aspects of noise intensity and propagation, wind wave mechanisms, and the dynamics of ice in navigable waters. In addition to continuing research in direct support of weather forecasting, observing systems and long-term trends in atmospheric conditions with their impact on Canada's climate receive special attention. AES also participates in the formulation of national air quality objectives and provides assessments of the impact of human activities on the atmospheric environment. Meteorological research at Canadian universities is supported by AES grants.

AES has special commitments to the Department of Transport and the Department of National Defence, to provide, on a priority basis, meteorological, sea-state and ice information services to meet ever changing transportation and military needs.

Internationally, AES actively supports the World Meteorological Organization through effective participation in the planning and implementation of international scientific and operational programs. AES also provides technical assistance, consultation and advice in support of Canadian International Development Agency's programs to assist individual nations.

### Environmental Management Service

The Environmental Management Service focuses on a comprehensive approach to environmental and resource management. The staff directors-general of its four operational units, the Canadian Forestry Service, Inland Waters Directorate, Canadian Wildlife Service, and the Lands Directorate, are responsible for planning their national programs. The regional director-general of each of its five regions is responsible for directing, managing, and supervising the Environmental Management Service components within his region. The Policy and Program Development Directorate assists in developing and applying the concept of an integrated Environmental Management Service. This form of management enables the service to provide the five diverse regions with the specific, integrated environmental management information suited to each. At the same time, on a national basis, the Environmental Management Service secures baseline data, participates in the Environmental Assessment and Review Process and provides an integrated approach for problem-solving.



### **Regional Offices**

**Atlantic Region**  
Bedford Towers  
P.O. Box 5111  
Bedford, N.S.  
B0N 1B0

**Ontario Region**  
Interchange Bldg.  
3050 Harvester Road  
Burlington, Ont.  
L7N 3J1

**Pacific and Yukon Region**  
1001 West Pender Street  
Vancouver, B.C.  
V6E 2M7

**Québec Region**  
P.O. Box 10100  
2875 Laurier Blvd.  
Sainte-Foy, Québec  
G1V 4H5

**Western and Northern Region**  
10025 Jasper Avenue  
Edmonton, Alta.  
T5J 3A7

### **Policy and Program Development Directorate**

The directorate is concerned with the coordination and integration of the broad range of interests in the Environmental Management Service. It provides a unified approach to environmental concerns and ensures that the inter-relationships are considered in resource management problems. It is responsible for advice and formulation of policy developments pertaining to environmental management, and for the development of planning and program evaluation systems.

### **Canadian Forestry Service**

This service is engaged in a number of major research activities to promote the effective management and use of the forest resources of the nation.

### **Regional Research Centres**

**Pacific Forest Research Centre**  
506 West Burnside Road  
Victoria, B.C.  
V8Z 1M5

**Great Lakes Forest Research Centre**  
P.O. Box 490  
1189 Queen St. E.  
Sault Ste Marie, Ont.  
P6A 5M7

**Maritimes Forest Research Centre**  
P.O. Box 4000  
College Hill  
Fredericton, N.B.  
E3B 5G5

**Northern Forest Research Centre**  
5320-122nd Street  
Edmonton, Alta.  
T6H 3S5

**Laurentian Forest Research Centre**  
P.O. Box 3800  
1080 route du Vallon  
Sainte-Foy, Québec  
G1V 4C7

**Newfoundland Forest Research Centre**  
P.O. Box 6028  
Building 304, Pleasantville  
St. John's, Nfld.  
A1C 5X8

### **Forest Products Laboratories**

**Western Forest Products Laboratory**  
6620 N.W. Marine Drive  
Vancouver, B.C.  
V6T 1X2

**Eastern Forest Products Laboratory**  
Montreal Road  
Ottawa, Ont.  
K1A 0W5

## National Forestry Institutes

Forest Fire Research Institute  
Brunswick Building  
240 Bank Street  
Ottawa, Ont.  
K1A 0W2

Forest Management Institute  
Majestic Building  
396 Cooper Street  
Ottawa, Ont.  
K1A 0W2

Forest Pest Management Institute  
P.O. Box 490  
1195 Queen Street E.  
Sault Ste. Marie, Ont.  
P6A 5M7

Petawawa Forest Experiment Station  
Chalk River, Ont.  
K0J 1J0

The service conducts research to improve forest productivity. Studies of soils, fertilizers, genetics and tree biology provide information for improvements in forest management. Methods are sought for increasing forest yields and improving harvesting and reforestation practices. Studies are also conducted to improve techniques for determining the size, growth, and yield of forests. Inventory information is made available to industries and provincial and federal government agencies. Forest management assistance is provided on federal lands administered by other departments and agencies such as Indian Affairs and Northern Development, National Defence, and the National Capital Commission.

A national survey of forest insects and diseases is conducted annually. Extensive research is being made on methods to combat destructive insects and diseases. Forest fire researchers are studying methods of fire suppression, forest flammability measurement, improved techniques of fire protection and safer and more effective methods for burning slash (an open tract in a forest strewn with debris).

Economic studies are made of forest resources, forest industries, and forest products marketing.

Forest Products Research laboratories in Ottawa and Vancouver assist in developing new uses for wood and improving present utilization techniques. Research is conducted on the properties and behaviour of wood, protection of wood in use, structural applications, sawmilling, veneering, secondary conversion of wood, chemical composition, utilization of derivatives, pulping processes, packaging, gluing and composite products.

The federal government participates in a number of shared-cost programs with industry programs aimed at developing new knowledge and more effective methods of dealing with problems inherent to the forest industry. It also provides funding to universities and other research agencies undertaking programs of research and development in fields relevant to the protection, management, and utilization of the forest resource in Canada.

## Inland Waters Directorate

The directorate plans and participates in national and international water resource management programs.

The directorate is responsible for national policies concerning water quality and water quantity, and national policies, and functional direction for comprehensive river basin studies under the *Canada Water Act*. The directorate co-operates with the provinces and the United States in developing joint programs for water resource management, and flood damage reduction.

### Regional Offices

#### Atlantic Region

P.O. Box 365  
Halifax, N.S.  
B3J 2P8

#### Ontario Region

Provincial Building  
135 St. Clair Avenue West  
Toronto, Ont.  
M4V 1P5

#### Pacific and Yukon Region

1001 West Pender Street  
Vancouver, B.C.  
V6E 2M9

#### Québec Region

P.O. Box 10,000  
Edifice Champlain  
Place Laurier  
Sainte-Foy, Québec  
G1V 4H5

#### Western and Northern Region

308 Brent Building  
2505-11th Avenue  
Regina, Sask.  
S4P 0K6

The Canada Centre for Inland Waters at Burlington, Ontario is the major national freshwater research and survey centre for the Department of the Environment. The centre undertakes research in the natural and social sciences.

### Canadian Wildlife Service (CWS)

This service is primarily responsible for the administration of the *Migratory Birds Convention Act*. In consultation with the provinces and territories the service revises annually the Migratory Birds Regulations, which govern open seasons on migratory game birds, and issues hunting permits under the act. It also protects migratory bird populations in about 80 migratory birds sanctuaries covering 43,000 square miles. The CWS has acquired important migratory bird habitat and has created over 40 National Wildlife Areas.

Under the authority of the *Canada Wildlife Act* the CWS assists the provinces and territories with wildlife programs and enters into agreements with them to solve wildlife problems. It advises on wildlife management problems in the national parks and cooperates with other agencies in dealing with national and international problems such as protection of endangered species and the control of international trade in wildlife.

### Regional Offices

#### Atlantic Region

P.O. Box 1590  
Sackville, N.B.  
E0A 3C0

#### Ontario Region

2721 Highway 31  
Ottawa, Ontario  
K1G 3Z7

#### Pacific and Yukon Region

5421 Robertson Road  
Delta, B.C.  
V4K 3N2

#### Quebec Region

Federal Building  
1141 Route de l'Eglise  
Sainte-Foy, Québec  
G1V 4H5

#### Western and Northern Region

10th floor  
9942 - 108 Street  
Edmonton, Alberta  
T5K 2J5

## Lands Directorate

The primary responsibility of the directorate is to provide expertise and technical assistance in the areas of land use planning in environmental programs and cross-mission studies. The directorate also has certain coordinating responsibilities with respect to the federal position on land-use policies. Its functions have been divided into two branches.

The Land Data and Evaluation Branch conducts various national and regional mapping programs such as the *Canada Land Inventory*, and specialized resources mapping programs such as the *Northern Land-Use Information Map Series*. Within this branch a computerized land management information system has been established to permit rapid retrieval and analyses of the Canada Land Inventory and related data.

The Policy Research and Coordination Branch carries out research into the social economics and environmental determinants of land use in support of land-use policy development and implementation. It conducts or participates in specific planning studies. It provides planning assistance and expertise to other agencies engaged in land-use planning programs and is also responsible for research and implementation of land-use planning systems.

### Regional Offices

#### Atlantic Region

P.O. Box 365  
Halifax, N.S.  
B3J 2P8

#### Québec Region

P.O. Box 10100  
2700 Laurier Blvd.  
Building "A", 5th floor,  
Ste-Foy, Qué.  
G1V 2L8

#### Ontario Region

P.O. Box 5050  
Canada Centre for Inland Waters  
Burlington, Ont.  
L7R 4A6

#### Pacific and Yukon Region

1001 West Pender Street  
Vancouver, B.C.  
V6E 2M7

## Environmental Protection Service

The role of the Environmental Protection Service is to direct appropriate federal response to Canada's pollution problems — to develop and enforce regulations, guidelines, and other control and prevention measures to effectively combat and roll back any deterioration of Canada's environment. Service programs are managed by three directorates at head office and implemented through five regional offices.

### Regional Offices

#### Atlantic Region

P.O. Box 2406  
5151 George Street  
Halifax, N.S.  
B3J 3E4

#### Québec Region

2020 University Avenue, 5th floor  
Montréal, Québec  
H3A 2A5

#### Ontario Region

135 St. Clair Avenue West  
Toronto, Ont.  
M4V 1P5

#### Northwest Region

9942 - 108 Street  
Edmonton, Alta.  
T5K 2S5

## **Pacific Region**

Capilano

100 Park Royal

West Vancouver, B.C.

V7T 1A2

## **Air Pollution Control Directorate**

The objective of the directorate is to define the air pollution problem, to promote the attainment of desirable air quality levels, and to control the emissions of air contaminants that are deemed to be a significant danger to health or the environment.

The Air Pollution Programs Branch carries out the surveillance of air pollution in Canada, collects information regarding sources of air pollution, conducts source and area surveys and studies, assesses social and economic effects of air pollution control regulations and programs, ensures the development of air pollution control regulations and guidelines, and develops co-operative federal-provincial and international programs.

The Abatement and Compliance Branch assesses pollution emissions, emission controls, and abatement methods, to establish the technical basis for the development of air pollution control regulations and guidelines. The Technology Development Branch fosters the development and demonstration of air pollution control technology.

## **Water Pollution Control Directorate**

The directorate's objective is to define the water pollution problem, and to promote the attainment of water quality adequate to support healthy aquatic communities as well as maximum diversity of other uses.

The Abatement and Compliance Branch designs technical solutions to water pollution problems, for developing appropriate regulatory instruments, and for ensuring equitable enforcement of them across Canada.

The Technology Development Branch conducts programs aimed at developing new Canadian technology for pollution control and getting it into use as quickly as possible. The branch manages the activities of the Wastewater Technology Centre at the Canada Centre for Inland Waters in Burlington, Ontario. A special program focusing on northern water pollution control technology is based in Edmonton.

The Water Pollution Programs Branch conducts programs of pollution abatement in specific areas, under specific federal-provincial or international agreements.

## **Environmental Impact Control Directorate**

The responsibilities of this directorate include environmental contaminants control, solid waste management, environmental emergencies, and the cleanup and prevention of any pollution resulting from federal activities.

The objectives of the Contaminants Control Branch are to limit the entry of contaminants into the environment and to manage the disposal of hazardous materials.

The Waste Management Branch's objective is to minimize the environmental impact of solid wastes and to maximize resource recovery and conservation by the recycling and re-use of wastes for optimum social and economic benefit.

The Environmental Emergencies Branch's objective is to prevent environmental pollution from spills of pollutants, and to ensure the immediate and environmentally safe cleanup and disposal of spills.



The objective of the Federal Activities Environmental Branch is to ensure the protection of the environment from any federal activity or from any enterprise funded by, owned by, or under the jurisdiction of the federal government.

## Fisheries and Marine Service

In September 1977, the Canadian Government announced its intention to establish a separate fisheries department: the Department of Fisheries and Oceans. The Fisheries and Marine Service will form the nucleus of that new department in the near future.

As one of the major divisions now within the Department of Fisheries and the Environment, the Fisheries and Marine Service is responsible for a broad range of programs related to the aquatic environment and the management of the living resources of the ocean and inland waters.

In summary, these include:

- (a) management of all Canada's ocean fisheries and some inland fisheries;
- (b) fisheries, oceanographic and freshwater research contributing to the understanding, management and optimum utilization of renewable aquatic resources and marine and fresh waters;
- (c) hydrographic surveying and charting of navigable coastal and inland waters;
- (d) administration of small craft harbours both in coastal as well as in inland waters;
- (e) conduct of environmental impact studies on activities affecting coastal and inland waters and aquatic renewable resources;
- (f) administration of international treaties and agreements covering management of fisheries and other aquatic renewable resources and the quality of the marine environment.

Functions of the Fisheries and Marine Service are grouped under three major divisions: Fisheries Management, Ocean and Aquatic Sciences, and Small Craft Harbours. These divisions operate in conjunction with an International Directorate and other policy and liaison groups reporting to the Senior Management of the Service.

The operations of the Service are highly decentralized and most programs are managed from regional and field locations from coast to coast with an Ottawa headquarters group providing national coordination. The Regional headquarters of the Fisheries and Marine Service are listed below.

The federal government has exclusive legislative jurisdiction over both coastal and inland fisheries, but some provinces have accepted administrative responsibility for the fisheries in varying degrees.

### Regional Offices

#### Pacific Region

1090 West Pender Street  
Vancouver, British Columbia  
V6E 2P1

#### Western Region

Freshwater Institute  
501 University Crescent  
Winnipeg, Manitoba  
R3T 2N6

#### Ontario Region

3050 Harvester Road  
Burlington, Ontario  
L7N 3J1

#### Québec Region

P.O. Box 15,500  
901 Cap Diamant  
Quebec, Quebec  
G1K 7X7

## Maritimes Region

P.O. Box 550  
Halifax, Nova Scotia  
B3J 2S7

## Newfoundland Region

P.O. Box 5667  
St. John's, Newfoundland  
A1C 5X1

## Fisheries Management

Fisheries Management programs are aimed at ensuring maximum economic and social benefit to Canada from the use of fisheries and other aquatic living resources of coastal and inland waters, and of maintaining and conserving these resources and the aquatic environment in a healthy productive state.

Specific programs are carried out in all regions to ensure:

- (a) the conservation, protection and enhancement of fisheries resources;
- (b) protection of fish habitats;
- (c) allocation and control of access to fishery resources;
- (d) the maintenance of high quality standards and safety for fish and fishery products for human consumption;
- (e) and provision of support and assistance to fishermen and the fish processing and distribution industry to promote more effective harvesting, production and marketing of fish and related products.

Other related activities of this division of the Fisheries and Marine Service include management of a public fishing vessel insurance plan, and administration of the government's fishing vessel construction subsidy program. Another important activity is to develop policies, programs and information on the management of recreational fishing in Canada.

Programs of fisheries research directly supporting national and international fisheries activities are conducted from research stations located in coastal and inland areas. These establishments include fisheries biological research stations, fisheries technological laboratories and other research centres located across the country.

## Fisheries Biological Research Stations

Biological Station  
P.O. Box 100  
Nanaimo, British Columbia  
V9R 5K6

Biological Station  
P.O. Box 400  
Ste. Anne de Bellevue, Quebec  
H9X 3L6

Biological Station  
Brandy Cove,  
St. Andrews, New Brunswick  
E0G 2X0

Biological Station  
3 Water Street  
St. John's, Newfoundland  
A1C 1A1

## Fisheries Technological Laboratories

Vancouver Laboratory,  
6640 N.W. Marine Drive,  
Vancouver, British Columbia  
V6T 1X2

Halifax Laboratory  
P.O. Box 429  
Halifax, Nova Scotia  
B3J 2R3



## Additional Research Centres

Pacific Environment Institute,  
4160 Marine Drive  
West Vancouver,  
British Columbia  
V7V 1N6

Freshwater Institute  
501 University Crescent  
Winnipeg, Manitoba  
R3T 2N6

Arctic Biological Station  
P.O. Box 400  
Ste-Anne-de-Bellevue, Québec  
H9X 3L6

Canada Centre for Inland Waters  
P.O. Box 5050  
Burlington, Ontario  
L7R 4A6

Bedford Institute of Oceanography  
P.O. Box 1006  
Dartmouth, Nova Scotia  
B2Y 4A2

## Ocean and Aquatic Sciences

Under the broad heading of Ocean and Aquatic Sciences is grouped an extensive range of programs contributing to the management and development of renewable and non-renewable ocean resources, and to the understanding of ecological processes within the aquatic and marine environment, as well as the precautions and remedies required to restore and protect that environment and the resources associated with it.

Programs of this division are centred at Fisheries and Marine Service institutes and laboratories across Canada, but principally at the Bedford Institute of Oceanography in Dartmouth, Nova Scotia; the Institute of Ocean Sciences at Patricia Bay, British Columbia; the Canada Centre for Inland Waters, Burlington, Ontario, and the Freshwater Institute, Winnipeg, Manitoba.

Oceanographic activities include, in addition to oceanographic research, the operation of a Marine Environmental Data Service, comprising the Canadian Oceanographic Data Centre, wave climate studies, tide and water level measurements and other related projects.

Ecological and environmental studies related to the marine and aquatic environment are directed primarily toward the control of pollution and the determination of safety margins of contaminants as they affect aquatic life.

Another major responsibility of the Oceans and Aquatic Sciences division is the planning and implementation of a national program of hydrographic surveying and charting of navigable coastal and inland waters. The work of the Canadian Hydrographic Service includes production of special charts and maps for pleasure craft, the fishing industry, national defence, and offshore exploration. Publications related to navigation, such as Tides and Current Tables and Sailing Directions, are also produced.

## Small Craft Harbours

The Small Craft Harbours Branch of the Fisheries and Marine Service administers harbours and marine facilities at 2,244 locations across Canada, through regional managers located in offices at Vancouver, Winnipeg, Burlington, Québec, Halifax and St. John's. A close liaison exists with the Department of Public Works which provides the design, construction, maintenance and property services. Continuing liaison is also maintained with other branches of the Service to ensure that harbour developments and programs are in harmony with present and future needs of the fishery.

The harbour needs of commercial fishermen are of major concern to the Branch, with more than 80 per cent of the total budget being spent in this area. An essential element in ensuring an efficient fishery is the provision of good quality harbours and harbour facilities, in adequate numbers, distributed geographically in the right places throughout the fishing areas. Recreational boating harbours are also of concern to the Branch, accounting for about eleven per cent of the total budget.

### International Directorate

Within the Fisheries and Marine Service, an International Directorate serves as the focus for development of international policies relating to the responsibilities of the Service and is responsible for the conduct of bilateral and multilateral negotiations in support of Canada's international fisheries and marine initiatives. These negotiations are, of course conducted in close collaboration with the Department of External Affairs.

Of particular importance is the organization of Canadian participation in eleven international commissions, and arrangements under ten other international agreements concerned with management of Canadian fisheries under international regulation and for protection of the marine environment.

The Directorate has played a key role in the development and negotiation of Canada's position at the Law of the Sea Conference; and also provides the departmental input into Canadian fisheries and marine environmental overseas aid programs that are administered through CIDA and FAO.

### International Fisheries Commissions

#### International Pacific Halibut Commission

P.O. Box 5009  
University Station  
University of Washington  
Seattle, Washington 98105  
U.S.A.

#### International Pacific Salmon Fisheries Commission

P.O. Box 30  
New Westminster, British Columbia

#### International Whaling Commission

The Red House, Station Road,  
Histon, Cambridge CB4 4NP  
England

#### North Pacific Fur Seal Commission

National Oceanic and Atmospheric Administration  
National Marine Fisheries Service  
Washington, D.C. 20235  
U.S.A.

#### Great Lakes Fishery Commission

1451 Green Road  
Ann Arbor, Michigan 48104  
U.S.A.

#### International North Pacific Fisheries Commission

6640 Northwest Marine Drive  
Vancouver, British Columbia  
V6T 1X2

**International Commission for the Northwest Atlantic Fisheries**

800 Windmill Road  
P.O. Box 638  
Dartmouth, Nova Scotia  
B2Y 3Y9

**International Commission for the Conservation of Atlantic Tunas**

General Mola, 17  
Madrid 1  
Spain

**Inter-American Tropical Tuna Commission**

c/o Scripps Institutions of Oceanography  
La Jolla, California 92037  
U.S.A.

**Canada-Norway Sealing Commission**

Fisheries and Marine Service  
Department of Fisheries and the Environment  
Ottawa, Ontario  
K1A 0E6

**International Council for the Exploration of the Sea**

Charlottenlund Slot  
DK-2920 Charlottenlund  
Denmark

## **Ship Operations**

To carry out its varied responsibilities in the areas of fisheries protection, fisheries and oceanographic research and hydrographic surveys, the Fisheries and Marine Service operates a large fleet of vessels. Fisheries protection vessels, totalling about 100, vary from the 205-foot helicopter-equipped Cape Rodger, launched in 1976 and based at St. John's, Nfld., and the 180-foot Tanu, operating out of Vancouver, to smaller launches that patrol the Great Slave Lake and other inland waters.

Fisheries research vessels operate in coastal and inland waters, as do oceanographic research and hydrographic survey vessels, such as the CSS Hudson and the CSS Baffin. The Service also operates the first submersible mothership designed and built in Canada, namely the 191-foot Pandora II, based at Victoria, B.C., which provides support for the submersible Pisces IV which is a part of the Service's fleet.

## **Recreational Fisheries Branch**

This branch develops national data on the size, value and potential of Canada's sport fisheries.

## **Provincial and Federal Affairs Branch**

The Provincial and Federal Affairs Branch answers enquiries on programs, jurisdiction, policy, and liaison in the fisheries and marine fields having federal-provincial implications.

## Information Branch

The Information Branch is responsible for public and media relations, as well as publication and distribution of general information materials relating to the fisheries under direct federal government control.

## Management Services Branch

The branch provides administrative and management services.

## Planning and Finance Service

This Service is comprised of two major elements, those directorates that are dedicated to policy support and those providing common services.

Policy support activities provide senior management with a departmental overview intended to contribute to the coherence of the department's diverse range of activities and responsibilities. These activities also involve the collection and interpretation of information on the environmental and renewable resource related activities of other agencies and governments, and frequently the representation of the department at interdepartmental and intergovernmental meetings.

Common services activities include the development of policies, procedures and systems in support of all departmental elements. These activities provide the interface with Central Agencies such as Treasury Board and the Public Service Commission but also include the provision of facilities management, library services, computing and applied statistics services and emergency planning.

## Federal Environmental Assessment Review Office

The Federal Environmental Assessment and Review Process was established to ensure that: environmental effects are taken into account as early as possible in federal programs, projects and activities; environmental assessments are carried out before irrevocable decisions are made that could have an adverse effect on the environment; and the results of assessments are used in planning decision-making and implementation. Federal agencies are obliged to screen their activities, and, if it is found that an activity may have significant adverse effects, it must be referred by the agency to the Federal Environmental Assessment Review Office for a formal review by an independent Panel. After an environmental impact statement is prepared based on Panel guidelines, the document is subjected to full public review. Then, following a study of all the evidence presented, the Panel recommends to the Minister of the Environment what action should be taken.

## Regional Offices

There are no regional offices for the department as a whole. However, each service and directorate has its own. These addresses are listed throughout the text.

**Additional Information** — from the information service or by writing to each service or directorate head.

**Parliamentary Committees** — Standing Committee on Fisheries and Forestry and Standing Committee on Miscellaneous Estimates.

**Auditor** — Auditor General of Canada.

## Statutes

*Canada Water Act* (RSC 1970 c. 5, [1st Supp])  
*Canada Wildlife Act* (SC 1973 c. 21)  
*Canadian Environment Week* (SC 1970-71-72 c. 28)  
*Clean Air Act* (SC 1970-71-72 c. 47)  
*Coastal Fisheries Protection Act* (RSC 1970 c. C-21)  
*Environmental Contaminants Act* (RSC 1975 c. 72)  
*Department of the Environment Act* see *Government Organization Act*  
*Fish Inspection Act* (RSC 1970 c. F-12)  
*Fisheries Act* (RSC 1970 c. F-14)  
*Fisheries Development Act* (RSC 1970 c. F-21)  
*Fisheries Prices Support Act* (RSC 1970 c. F-23)  
*Fishing and Recreational Harbours Act* (RSC 1978-79, c. 30)  
*Fisheries Research Board Act* (RSC 1970 c. F-24)  
*Forestry Development and Research Act* (RSC 1970 c. F-30)  
*Freshwater Fish Marketing Act* (RSC 1970 c. F-13)  
*Game Export Act* (RSC 1970 c. G-1)  
*Government Harbours and Piers Act* (RSC 1970 c. G-9) as amended  
*Government Organization Act* (SC 1970-71-72 c. 42, sec. 2 Part I, *Department of the Environment Act*)  
*Great Lakes Fisheries Convention Act* (RSC 1970 c. F-15)  
*International River Improvements Act* (RSC 1970 c. I-22)  
*Migratory Birds Convention Act* (RSC 1970 c. M-12)  
*North Pacific Fisheries Convention Act* (RSC 1970 c. F-16)  
*Northern Pacific Halibut Fishery Convention Act* (RSC 1970 c. F-17)  
*Northwest Atlantic Fisheries Convention Act* (RSC 1970 c. F-18)  
*Ocean Dumping Control Act* (SC 1974-75 c. 55)  
*Pacific Fur Seals Convention Act* (RSC 1970 c. F-33)  
*Pacific Salmon Fisheries Convention Act* (RSC 1970 c. F-19)  
*Saltfish Act* (RSC 1970 c. 37, [1st Supp.])  
*Territorial Sea and Fishing Zones Act* (SC 1970 c. 45 [1st Supp.])  
*Weather Modification Information Act* (SC 1970-71-72 c. 59)  
*Whaling Convention Act* (RSC 1970 c. W-8)

## Minister of State (Environment)

On the recommendation of the Prime Minister, pursuant to Section 23 of the *Ministries and Ministers of State Act*, a Minister of State is assigned to assist the Minister of Fisheries and the Environment in carrying out the latter's responsibilities in respect of the policies and programs related to Environment (OIC PC 1977-2796, dated September 29, 1977).

On the recommendation of the Prime Minister, pursuant to the *Public Service Rearrangement and Transfer of Duties Act*, the following powers, duties and functions are transferred to the Minister of State (OIC PC 1978-1454, dated April 27, 1978), SI/78-87, dated May 24, 1978:

- (a) the powers, duties and functions of the Minister of the Environment:
  - (i) described in paragraphs 5 (b), (c), (e) and (g) and section 6 of the *Government Organization Act*, 1970, except to the extent that those powers, duties and functions relate to fisheries matters,
  - (ii) described in paragraph 5 (d) of the *Government Organization Act*, 1970, and
  - (iii) under the Resources and Technical Surveys Act, with respect to meteorological surveys; and
- (b) the powers, duties and functions of the Minister of the Environment under the following Acts:
  - Canada Water Act* (RSC 1970 c. 5, [1st Supp])
  - Canada Wildlife Act* (SC 1973 c. 21)
  - Clean Air Act* (SC 1970-71-72 c. 47)
  - Eastern Rocky Mountain Forest Conservation Act* (SC 1947 c. 59)
  - Environmental Contaminants Act* (RSC 1975 c. 72)
  - Forestry Development and Research Act* (RSC 1970 c. F-30)
  - Game Export Act* (RSC 1970 c. G-1)
  - International River Improvements Act* (RSC 1970 c. I-22)
  - Migratory Birds Convention Act* (RSC 1970 c. F-16)
  - Ocean Dumping Control Act* (SC 1974-75 c. 55)
  - Weather Modification Information Act* (SC 1970-71-72 c. 59)



# Canadian Saltfish Corporation

## Head Office

Royal Trust Bldg.  
P.O. Box 6088  
St. John's, Nfld.

## Minister

Minister of Fisheries for Canada

## Minister Designated

Minister of Fisheries and the Environment

## Board of Directors

Chairman, Louis S. Bradbury (4/82)	Ottawa, Ontario
President, Aidan J. Maloney (4/80)	St. John's, Nfld.
Directors:	
Clifford P. Russell (1/79)	St. John's, Nfld.
Roland Beaulieu (12/80)	Quebec, Quebec
C. Robin Molson (4/80)	Ottawa, Ontario
James W. Conway (4/79)	St. John's, Nfld.
Donald Best (4/79)	Fogo, Nfld.
George Harding (4/79)	Grand Bank, Nfld.

## Historical Background

The Canadian Saltfish Corporation was established by the *Saltfish Act* (RSC 1970 c. 37, [1st Supp.]). The corporation is designated as an agency corporation (Schedule C) within the meaning and purpose of the *Financial Administration Act* (Canadian Saltfish Act, Section 15[2]). The corporation is an agent of Her Majesty.

## Overall Responsibilities

The corporation was established for the purpose of improving the earnings of primary producers of cured fish of the cod family. The corporation is the first buyer of cured fish and fish for curing in participating provinces. It is the sole marketing agent for specified salt fish products produced in these provinces.

Initial prices are announced by the corporation for each grade and size at the beginning of the fishing season. Any surplus funds remaining after sales of annual production may be distributed to each fisherman on the basis of his sales to the corporation. Individuals or firms in the salt fish industry sign agreements to be agents of the corporation and perform functions such as collecting, drying, storing, and packing cod fish.

The corporation has now completed five successful years of operation with the year ending March 31, 1975, and has done so without grant appropriations from Parliament. It has managed to raise returns to fishermen through a range of 143 to 298%, depending on types of gear and grades, as compared with the prices offered in 1969, the year before the corporation began operations. Not only has the corporation managed to raise prices substantially, it has also been able to distribute, from the results of five years, a total of \$2 million in additional payments to fishermen and primary producers.



## Organization

The corporation consists of a board of directors composed of a chairman, a president, one director for each participating province, and not more than five other directors, each of whom is appointed by the Governor-in-Council to hold office for a term not exceeding five years.

A director of the corporation for a participating province is appointed on the recommendation of the Lieutenant-Governor-in-Council of the participating province. These directors presently are Clifford P. Russell for Newfoundland and Roland Beaulieu for Québec.

The Advisory Committee, appointed by the Governor-in-Council consists of no more than 15 members, one of whom is designated by the Governor-in-Council as chairman of the committee. At least half of the members are fishermen or representatives of fishermen.

### Advisory Committee

Chairman, Raymond C. Barrett (8/78)	St. John's, Nfld.
Ovila Beaudoin (8/79)	Blanc Sablon, Que.
Eric J. Bolt (8/78)	Arnold's Cove, Nfld.
Eric Chubb (8/78)	St. Anthony, Nfld.
F.G. Earle (8/78)	Carbonear, Nfld.
Joseph Edwards (8/78)	Lawn, Nfld.
David G. Hiscock (8/78)	Brigus, Nfld.
Thomas E. King (10/79)	Kegaska, Que.
Austin Roberts (10/77)*	Harrington Harbour, Que.
William J. Senior (9/78)	Baine Harbour, Nfld.

\*Up for reappointment

**Additional Information** — questions of policy may be directed to the chairman of the Corporation at 240 Sparks Street, Ottawa, Ont.

**Parliamentary Committee** — Standing Committee on Fisheries and Forestry. There are no background papers available.

**Auditor** — Auditor General of Canada.

# Fisheries Prices Support Board

## Head Office

240 Sparks Street  
Ottawa, Ontario  
K1A 0E6

## Minister

Minister of Fisheries and the Environment

## Members of the Board

Chairman, W.C. MacKenzie .....	Ottawa, Ont.
Vice-Chairman, K.F. Harding .....	Prince Rupert, B.C.
Other Members	
Bernard Blais .....	Québec, Qué.
J.B. Buchanan .....	Vancouver, B.C.
J.B. Morrow .....	Halifax, N.S.

The first three members listed serve "at pleasure", the appointments of the other two terminate in April, 1979. There is at present one vacancy in the membership of the board.

## Principal Officer

Executive Director, J.J. LeVert ..... Ottawa, Ont.

## Historical Background

The Fisheries Prices Support Board was established under the *Fisheries Prices Support Act* (now RSC 1970, c. F-23), passed in 1944 and proclaimed in 1947. This Crown corporation is designated a departmental corporation (Schedule B) within the meaning and purpose of the *Financial Administration Act*. The board is an agent of Her Majesty.

## Overall Responsibilities

The legislation is designed to protect commercial fishermen against the impact of declines in raw-fish prices. The board is thus responsible for investigating the causes and effects of such declines and, when appropriate, for recommending measures to stabilize fishery prices.

For that purpose, the board is authorized to buy and to sell or otherwise disposed of fishery products. Alternatively, the board may supplement the price of fishery products by providing deficiency payments (based on the difference between a price prescribed by the board and the price actually realized) to producers.

**Additional Information** — from the Executive Director.

**Parliamentary Committee** — Standing Committee on Fisheries and Forestry.

**Auditor** — Auditor General of Canada.

# Freshwater Fish Marketing Corporation

## Head Office

1199 Plessis Road  
Winnipeg, Manitoba  
R2C 3L4

## Minister

Minister of Fisheries and the Environment

## Board of Directors

Chairman, P. Moss ..... Ottawa, Ont.

President and General Manager, W. R. Parks ..... Winnipeg, Man.

Directors representing the participating provinces

E. Studney, Fisherman ..... Hay River, N.W.T.

F. T. Schwaga, Fisherman ..... Denare Beach, Sask.

J. G. McFarlane, Chartered Accountant ..... Winnipeg, Man.

R. E. Bowman, Businessman ..... Hudson, Ontario

W. E. Brese, Consultant ..... Edmonton, Alta.

## Other Directors

A. H. Valgardson, Fisherman ..... Gimli, Man.

P. Carrière, Fisherman ..... Cumberland House, Sask.

J. D. Nicholson, Dept. of Indian Affairs and  
Northern Development ..... Winnipeg, Man.

## Advisers

R. W. Bédard, Department of Industry, Trade & Commerce ..... Ottawa, Ont.

C. A. Bennett, Government of the N.W.T. .... Yellowknife, N.W.T.

B. Hunt, Dept. of Northern Saskatchewan ..... La Ronge, Sask.

A. Murray, Manitoba Dept. of Mines, Resources  
and Development ..... Winnipeg, Man.

Dr. N. J. Paetz, Alberta Dept. of Lands and  
Forests ..... Edmonton, Alta.

## Principal Officer

President and General Manager ..... W. R. Parks

## Historical Background

The Freshwater Fish Marketing Corporation was established by the *Freshwater Fish Marketing Act* (SC 1968-69 c. 21). This Crown corporation is designated a proprietary corporation (Schedule D) within the meaning and purpose of the *Financial Administration Act*. The Corporation is an agent of Her Majesty.

The corporation consists of a board of directors composed of a chairman, a president, one director for each participating province and four other directors, each of whom is appointed by the Governor-in-Council for a period of five years. The director of the corporation for a participating province is appointed on the recommendation of the Lieutenant Governor-in-Council of the participating province. The president is the chief executive officer of the corporation and the general manager of its undertakings. An advisory committee, one-third of which must be persons actively engaged in the freshwater fishing industry as fishermen, or be the representatives of such persons, has been appointed by the Governor-in-Council.

## Overall Responsibilities

The corporation was established for the purpose of marketing and trading in fish, fish products, and fish by-products in and out of Canada.

Except in accordance with the terms and conditions set forth in any licence that may be issued by it, the corporation has the exclusive right to market and trade in fish in inter-provincial and export trade, and shall exercise that right, either by itself or by its agents, with the object of:

- (a) marketing fish in an orderly manner;
- (b) increasing returns to fishermen; and,
- (c) promoting international markets for, and increasing inter-provincial and export trade in, fish.

The corporation may enter into and carry out arrangements with any government or person that the corporation deems necessary or desirable in furtherance of the purpose for which it is established, and may receive and exercise any grants, rights, franchises, privileges, and concessions that may be granted to or conferred upon it by any government or person.

Federal-provincial agreements, which establish the participating status of provinces, provide for the corporation to perform on behalf of the provinces functions relating to intra-provincial trade in fish parallel to those which the corporation performs in inter-provincial and export trade under federal powers.

## Freshwater Fish Marketing Corporation Advisory Committee

Chairman, S. Sinclair

Winnipeg, Man.

Other Members

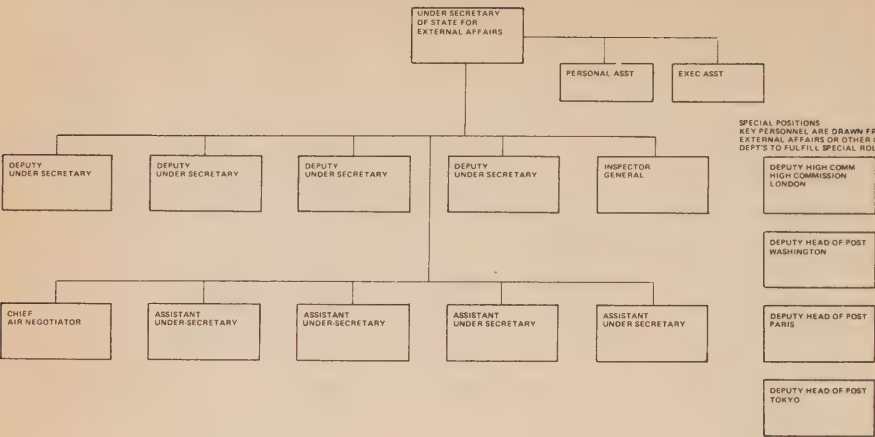
J. Ateah	Victoria Beach, Man.
W. Adams	Rankin Inlet, N.W.T.
R. J. Fleming	Winnipegosis, Man.
H. J. Ladouceur	Lac La Biche, Alta.
A. Mercredi	Fond du Lac, Sask.
W. G. Samuel	Sioux Lookout, Ont.
P. H. Monkman	Hay River, N.W.T.
L. Hansen	Beauval, Sask.
G. S. Einarson	Flin Flon, Man.
W. Wood	Edmonton, Alta.
B. Cochrane	Koostatak, Man.
L. Fontaine	Pine Falls, Man.
J. Carrière	Cumberland House, Sask.
V. Marceland	Turnor Lake, Sask.

**Additional Information** — from either head office or from the Office of the Chairman, Ottawa, K1A 0H3. Telephone 995-2211.

**Parliamentary Committee** — Standing Committee on Fisheries and Forestry  
Background papers (Annual Report) can be obtained from addresses above.

**Auditor** — Auditor General of Canada.

Department of External Affairs



# Department of External Affairs

## Head Office

Lester B. Pearson Building  
125 Sussex Drive  
Ottawa, Ontario  
K1A 0G2

## Minister

Secretary of State for External Affairs

## Principal Officers

Under-Secretary of State for External Affairs

A.E. Gotlieb

Deputy Under-Secretaries .....

K. Goldschlag

R. Johnstone

J.S. Nutt

M. de Goumois

Assistant Under-Secretaries .....

G.H. Blouin

D.S. McPhail

J.H. Taylor

J. Gignac

## Historical Background

The department was established in 1909 by *An Act to create a department of External Affairs*. The department was presided over by the Secretary of State of Canada (who was also *ex officio* the Registrar General of Canada). In 1912, the Office of the Secretary of State for External Affairs was created by statute and the Prime Minister was to hold office *ex officio*. This relationship terminated in 1946 with the passage of the *Department of External Affairs Act* (now RSC 1970 c. E-20).

## Overall Responsibilities

The main functions of the department are:

- (a) the supervision of relations between Canada and other countries and of Canadian participation in international organizations; the protection and promotion of Canadian interests abroad;
- (b) the collection, collation and evaluation of information regarding developments likely to affect Canada's international relations;
- (c) correspondence with other governments and their representatives in Canada;
- (d) the negotiation and conclusion of treaties and other international agreements;
- (e) the representation of Canada in foreign countries and at international conferences;
- (f) assistance to Canadians travelling abroad; and
- (g) the reflection abroad of the creativity and quality of Canadian learning and culture;

## Organization and Programs

The headquarters organization of the department is divided into four areas: Under-Secretarial Group, Area Bureaux, Functional Bureaux, Administrative Bureaux.



## Under-Secretarial Group

The Under-Secretary bears general responsibility for departmental policy and operations. The Under-Secretarial Group, which consists of four Deputy Under-Secretaries and four Assistant Under-Secretaries form a team responsible for the main areas of foreign policy. Responsibility for departmental operations is delegated to the directors-general of a number of bureaux embracing the main body and most programs of the department. The bureaux are divided into three general groups: area, functional and administrative.

Each of the area bureaux co-ordinates the formulation and conduct of Canadian policy vis-à-vis the countries of the region with which it is concerned, and supervises the operations of the diplomatic and consular posts in that region.

The administrative bureaux run the support machinery for the widely-dispersed operations of the department and, in consultation with the area bureaux, help to administer its resources.

Corresponding to the area bureaux are a number of bureaux organized on a functional or sectoral basis: Legal Affairs; Consular Services; United Nations Affairs; Public Affairs; Co-ordination; Commercial and Commodity Relations; Defence and Arms Control Affairs; Development, Industry and Science Affairs.

Other specialized units are supervised directly by senior management, e.g., the Departmental Press Office, the Office of the Bilingualism Adviser, the Inspection Service, the Operations Centre, and the Interdepartmental Committee on External Relations.

### Press Office

The Head of the Press Office serves as the Minister's and the Department's spokesman to the information media and provides the official position on Canadian foreign policy. The Press Office issues press communiqués, prepares press conferences and briefings, makes press arrangements for Canadian journalists at home and abroad and assists foreign journalists accompanying official visitors to Canada. It also provides posts with a regular press scan of major national and international news.

### Operations Centre

This centre was set up to improve the ability of the department and the government to react quickly and to alert ministers and officials to reports and events of immediate significance for Canadian interests. The departmental Telephone Enquiry Service, as well as a variety of telecommunications services, are the responsibility of the Centre.

### Policy Planning Secretariat

The Secretariat assists the Under-Secretarial Group in evaluating the effectiveness of current policies in the light of changing international and domestic circumstances, planning new directions in policy and strengthening the department's role in the management of Canada's foreign relations.

### Bureau of Security and Intelligence Liaison

The ***Intelligence and Security Liaison Division*** has two main functions: liaison with other departments and governments for the exchange and dissemination of intelligence, and liaison with the RCMP and Solicitor General on national security questions involving foreign relations.



The **Security Services Division** is responsible for all matters relating to the security and personal safety of the department's personnel, property and documents, both in Ottawa and abroad.

### Office of the Chief of Protocol

The Office of the Chief of Protocol handles the accreditation and appointment of foreign diplomatic and consular representatives to Canada and heads of Canadian diplomatic and consular missions to other countries; this involves questions of diplomatic and consular privileges and immunities of both foreign representatives in Canada and Canadian representatives abroad. The office plans, organizes, and manages state and official visits to Canada and ceremonial and hospitality aspects dealing with the Diplomatic Corps in Ottawa and the various Consular Corps in principal Canadian cities.

### Special Research Bureau

The department provides administrative support for this bureau.

### Inspection Service

This service is responsible for carrying out systematic independent reviews and appraisals of the effectiveness of foreign service operations at posts abroad and of departmental operations at headquarters. It also assists the Interdepartmental Committee on External Relations (ICER) by providing *inter alia* reports on the adequacy of the integrated support services at posts abroad.

### Departmental Adviser on Bilingualism

The Departmental Adviser on Bilingualism supervises the co-ordination of departmental policies on bilingualism and the participation of Canadian Government at international conferences. The Adviser on Bilingualism is also responsible for the quality of French texts and translation from French to English prepared by the department; he supervises a team of writer-researchers. His office maintains liaison between the department and the Office of the Commissioner of Official Languages and other agencies concerned with bilingualism.

### Secretariat for Interdepartmental Committee on External Relations

The Secretariat supports the Committee of Deputy Ministers established to advise the government through the Secretary of State for External Affairs on such matters as the formulation of broad policy for foreign operations, the harmonization of department or agency "country plans", the allocation of resources for the conduct of programs abroad, program implementation and personnel policies for foreign operations.

### Chief Air Negotiator

The Chief Air Negotiator is responsible for the conduct of an extensive series of bilateral negotiations. He reports to the Interdepartmental Committee on Civil Aviation, which is responsible for co-ordinating domestic and international civil aviation matters and making recommendations as appropriate to the Minister of Transport and the Secretary of State for External Affairs.

## Area Bureaux

The "area divisions" are distributed among the bureaux of:

- (a) African and Middle Eastern Affairs;
- (b) Asian and Pacific Affairs;
- (c) European Affairs;
- (d) Latin American and Caribbean Affairs; and
- (e) United States Affairs.

The Bureau of African and Middle Eastern Affairs includes: African Affairs (Anglophone) Division, African Affairs (Francophone and Maghreb) Division and Middle Eastern Division. The Bureau of Asian and Pacific Affairs includes three divisions: Pacific, Northeast Asian and South Asia Affairs. The Bureau of European Affairs includes three divisions: Europe I (Eastern), Europe II (EEC) and Europe III. The Bureau of Latin America and Caribbean Affairs includes: the Latin America and Caribbean divisions. The Bureau of United States Affairs includes two divisions, General Relations and Transboundary Relations. Thus, each division is responsible for a number of the countries that make up the region administered by the bureau to which it belongs.

## Functional Bureaux

Corresponding to the area bureaux are a number of bureaux organized on a functional basis: Technological and Economic Affairs; Defence and Arms Control Affairs; Legal Affairs; Consular Services; United Nations Affairs; Public Affairs; and Co-ordination.

### Bureau of Commercial and Commodity Relations

The bureau has a major policy coordination role in Canada's international economic and commercial relations, particularly in multilateral economic forums.

The **Commercial and General Economic Policy Division** has the principal responsibility in External Affairs for the development of Canadian commercial policy: multilateral trade negotiations, development of trade policy, special import policy questions, and agricultural or industrial trade issues. It co-ordinates Canadian policy toward the GATT and assists the Secretary of the Interdepartmental Committee on Commercial Policy. The division is also responsible for the development of Canadian international economic policy and liaises with the Department of Finance and the Bank of Canada on international economic and monetary questions. It co-ordinates Canadian interests in the OECD and also Canadian positions for economic summit meetings and dialogue with developing countries, i.e., UNCTAD and assists the Secretary of the Interdepartmental Committee on External Relations with Developing Countries. The division is the principal focus in the department for relations with the Canadian Export Association, the CMA, the CBIIAC, and Canadian labour organizations.

The **Commodity and Energy Policy Division** is concerned with the external relations of Canada's commodity and energy policies — bilateral and multilateral energy questions, negotiations concerning nuclear energy and safeguards, conventional energy (oil, natural gas and coal), and new forms of energy. The division is also concerned with the International Atomic Energy Agency, responsible for implementing safeguards under Canadian nuclear agreements, the International Energy Agency, in which energy policy co-ordination with other industrialized countries takes place; and the OECD Nuclear Energy Agency.

The division monitors international developments affecting both mineral and agricultural commodities and assists, along with other interested departments, in the formation of Canadian commodity policy. The division co-ordinates Canadian participation in meetings of international commodity organizations and in international discussions and negotiations, in UNCTAD and elsewhere, on individual commodities and on the Common Fund.

### Bureau of Development, Industry and Science Relations

The bureau is concerned with foreign policy in the fields of international development, industrial, scientific and environmental co-operation, and air relations.

The ***Development and Export Financing Policy Division*** provides a focus for aid-policy questions and is a channel for consultation with the Canadian International Development Agency. It provides liaison with the Export Development Corporation and the International Development Research Centre. It supplies representation at relevant interdepartmental consultations on aid questions and helps to staff Canadian delegations to international aid conferences, (such as the Colombo Plan Consultative Committee, the United Nations Conference on Trade and Development, the United Nations Development Program, the International Bank for Reconstruction and Development, and the regional development banks to which Canada belongs).

The ***Industry, Investment and Competition Policy Division***, established in 1977, is responsible for defining industrial co-operation policies with developed and developing countries at both the bilateral and the multilateral levels. The responsibilities of the division also include questions relating to foreign investment, the role of multi-national enterprises, the protection of intellectual property and competition policy.

The responsibilities of the ***Science, Environment, and Transportation Policy Division*** are: the co-ordination of Canada's international scientific and environmental policies and activities, and relations with international organizations; liaison and co-ordination with science-based departments and agencies of the Canadian government; the administrative direction of official scientific representation abroad; bilateral air relations and the negotiation of air agreements; and foreign policy co-ordination of Canadian participation in international organizations concerned with transportation, telecommunications and the use of outer space.

### Bureau of Defence and Arms Control Affairs

The direct relations between foreign and defence policies requires close liaison with other departments, particularly the Department of National Defence. The bureau consists of the Defence Relations Division and the Arms Control and Disarmament Division. The co-ordination of Canadian foreign and defence policies in connection with Canada's participation in North American defence, Canadian membership in NATO, and other military activities abroad is carried out through a variety of interdepartmental channels and groups in which the department is represented. The Minister is the Chairman of the Cabinet Committee on External Policy and Defence, the meetings of which are usually attended by the Under-Secretary or officials from the department. The department also is represented at the meetings of the Defence Council in the Department of National Defence and on several senior interdepartmental bodies that advise on various aspects of defence policy.

The Director General of the bureau is a member of the Canadian section of the Canada-United States Permanent Joint Board of Defence, and the bureau provides a member and the secretary of the Canadian section of the Canada-U.S. Civil Emergency Planning Committee.

The bureau is responsible for the direction of Canadian participation in the exploratory talks on Mutual and Balanced Force Reductions (MBFR), that commenced in January 1973 in Vienna. It is supported in this task by an interdepartmental committee made up of representatives of the Departments of External Affairs and National Defence.

The **Defence Relations Division** co-ordinates departmental views and prepares guidance for the departmental representatives on interdepartmental bodies, as well as providing advice on the defence aspects of Canada's bilateral relations with various countries. In particular, it is the responsibility of the officers of the North American and NATO Sections of this division to co-ordinate the preparation of instructions for the Canadian Permanent Delegation to the North Atlantic Council in Brussels, and briefs for the twice-yearly meetings of the Council in ministerial sessions. The division provides the Secretary for the Canadian section of the Canada-U.S. Permanent Joint Board on Defence, which meets three times a year.

The Military Assistance and Peacekeeping Section co-ordinates Canadian military-training assistance to newly-independent countries and co-operates with the Department of National Defence in international peacekeeping matters, (including the Canadian military contribution to United Nations). This section also is responsible for Canada's relations with Cyprus. In addition, it assists in making arrangements for naval visits, clearances for military aircraft, and the employment of Canadian Forces personnel or equipment in international relief operations abroad.

The **Arms Control and Disarmament Division** develops advice and recommendations concerning Canadian governmental policies and positions in negotiations to stop the arms race. It acts in close consultation with the Defence Relations Division and with the Directorate of Arms Control Policy of the Department of National Defence. The division prepares instructions, in consultation with other bureaux, agencies and departments, for Canadian representatives to the Conference of the Committee on Disarmament in Geneva. This division also assists in the formulation of Canadian policies on arms-control questions in NATO, the most important of which are the Strategic Arms Limitation Talks (SALT) between the United States and the Soviet Union. The division co-ordinates Canadian participation in the MBFT negotiations in Vienna. It is supported in this task by an interdepartmental committee made up of representatives of the Departments of External Affairs and National Defence. In consultation with other divisions and with the Department of National Defence, the division is also responsible for the military and arms control aspects of the Conference on Security and Cooperation in Europe (C.S.C.E.).

## Bureau of Legal Affairs

The functions of this bureau are:

- (a) to advise the department and the Government of Canada on matters of international law;
- (b) to contribute to the progressive development of international law in the light of Canadian interests;
- (c) to ensure the development and execution of Canadian foreign policy in accordance with recognized or developing principles of international law; and
- (d) to initiate, through appropriate consultation, reviews of established Canadian policy in the field of international legal affairs in the light of domestic and international developments and changing Canadian interests.



The **Legal Advisory Division** is divided into three sections.

The Economic Section advises on legal issues arising in Canada's economic and trade relations with other countries and in international meetings held under the auspices of organizations such as GATT, OECD and UNCTAD.

The Treaty Section advises on treaty-interpretation questions, assists in the preparation and interpretation of international agreements, ensures that treaties entered into by Canada are concluded in accordance with Canada's international and domestic legal obligations, maintains treaty records, registers treaties with the United Nations, and publishes treaties in the Canada Treaty Series.

The Advisory Section has specific responsibilities in the field of extradition and diplomatic and consular privileges and immunities. It also provides a general advisory service.

The **Legal Operations Division** serves as the operational arm of the department for a number of international legal activities, many of which are closely connected with the United Nations. The division is organized into four sections.

The Law of the Sea Section deals with maritime legal questions, including territorial waters, fishing zones and the continental shelf, questions of Arctic sovereignty, the peaceful uses of the seabed and its resources beyond the limits of national jurisdiction and is responsible for developing and co-ordinating policy for Canadian participation at the ongoing Law of the Sea Conference.

The Environmental and Fisheries Law Section, in co-operation with other interested departments, promotes national interests on the numerous international fisheries commissions and environment bodies, such as UNEP.

The United Nations and Legal Planning Section has general responsibility for all United Nations legal and humanitarian law questions and assists in the planning of Canadian policy on quasi-legal matters, as well as co-ordinating departmental relations with the international law academic community in Canada.

The Private International Law Section facilitates co-operation between Canada and foreign jurisdictions for the service of documents, rogatory commissions and other matters related to private legal proceedings.

## Bureau of Consular Services

The Bureau co-ordinates consular activities through 108 posts abroad to assist Canadians living or travelling outside of Canada.

The **Consular Operations Division** is concerned with day-to-day consular cases abroad (assistance to Canadians); contingency planning; applications for diplomatic and official visas, as well as for visitor's visas from certain countries; registration of Canadians abroad and responses to enquiries from the public about travel abroad. A member of this division acts as the representative for the department on the Refugee Status Advisory Committee.

The **Consular Policy Division** receives and analyzes consular reports and statistics; negotiates consular conventions and multilateral and bilateral agreements; monitors legislative developments which affect the status of Canadian citizens abroad; provides the link with other government departments, e.g. Immigration and the Registrar of Canadian Citizenship; trains consular personnel; provides appropriate, timely, instructions to posts abroad; evaluates services provided, maintains liaison with the travel industry in Canada and provides advice on questions about consular activities. Consular Policy Division annually publishes an information booklet for Canadian travellers entitled "Bon Voyage, but. . . ."

## Passport Office

This office issues passports to Canadian citizens through the main Passport Office at Ottawa and through regional offices at Montréal, Qué., Toronto, Ont., Vancouver, B.C., Halifax, N.S., Winnipeg, Man., and Edmonton, Alta. Abroad, service is provided through Canadian diplomatic missions and consular and trade offices. The Passport Office issues certificates of identity and United Nations Refugee Convention travel documents to non-Canadians legally-landed who are eligible to receive them and who are currently residing in Canada. It also provides limited consular and passport service on behalf of certain newly-independent Commonwealth countries which do not have a diplomatic mission accredited to Canada.

## Bureau of United Nations Affairs

This bureau provides advice on and co-ordinates the implementation of Canadian policy towards the United Nations and the related "family" of specialized agencies and other bodies. A major function of the bureau and its divisions is to assist in the appointment, briefing, and co-ordination of the work of Canadian delegates who participate in these bodies that offer an opportunity to advance Canadian policy objectives. In addition, the bureau has a variety of operational responsibilities and serves as the headquarters link with the Permanent Missions in Geneva and New York, as well as with other Canadian missions in respect of the UN tasks they perform.

The **United Nations Institutional and Social Affairs Division** examines and co-ordinates Canadian policy and activity regarding the institutional development of the United Nations system and administrative and procedural questions. It also does so with regard to the Economic and Social Council and its subsidiary organs, the special bodies of the United Nations and the Specialized Agencies. Matters of human rights, the status of women, and UN issues of social and economic development also fall within the purview of this division.

The **United Nations Political Affairs Division** has the task of assessing, on a continuing basis, the political implications of developments in the Security Council, the General Assembly or other UN organs.

## Bureau of Public Affairs

This bureau brings together departmental management activities involving the public or sections of the public at home and abroad.

The **Academic Relations Division** fosters understanding and co-operation between the department and academics, universities and international groups in Canada interested in the study and discussion of international relations and in the long-term formulation of Canadian foreign policy. In co-operation with other divisions, the Academic Relations Division invites academics and organizations to undertake research on a contract basis on international relations and foreign-policy subjects. It arranges the secondment to universities, on a yearly basis, of senior departmental officers ("foreign service visitors") to engage in teaching, discussion, research, and other academic activities relating to international affairs.

This division co-ordinates scholarship exchange programs with some 23 foreign countries and administers academic exchange programs. The division also encourages the study of Canadian topics in universities abroad, and enables foreign professors of these topics to do research in Canada.

The **Cultural Affairs Division** is responsible for the conduct of cultural relations between Canada and other countries so far as these contacts occur through intergovernmental channels. It also maintains liaison with other agencies, such as the Canada Council and the National Museums as well as private organizations, with a view to making Canada better known through its cultural and educational activities. It has specific responsibility for the governmental aspects of Canada's membership in the United Nations Educational, Scientific and Cultural Organization (UNESCO) and provides departmental liaison with the Canadian National Commission for UNESCO.

The division's duties include primary responsibility for international cultural agreements and cultural programs (including such activities as scholarship awards, exchanges of professors, tours by performing arts groups and art exhibitions).

It has a book-presentation program that arranges donations of Canadian books to libraries abroad, and it handles questions arising from international agreements on intellectual property and copyright.

The **Information Services Division** has two main functions: to disseminate abroad a knowledge and understanding of Canada and of Canadian people; and, to provide information on Canada's foreign policy to the citizens of other countries, e.g., *Canada Weekly*, provides features and news for media, a photo sheet on Canada, directed to schools and the general public, and *International Perspectives*, a bimonthly magazine of informed opinion on world affairs. Suitable books and brochures are also bought from private publishers for selective distribution abroad to Canadian missions.

In addition, films, television programs, records, transcriptions and radio programs are distributed. Displays and exhibits, illustrated articles, photostories and reference papers are sent to posts abroad. Background materials are also prepared for the use of post officers in meeting speaking engagements. Journalists are invited to Canada for briefings. The division also undertakes special projects such as "Canada Weeks", multi-media projects illustrating particular events, public relations projects focusing on major policy themes, the development of the public relations aspects of ministerial visits abroad and the celebration of important anniversaries and international events.

The **World Exhibitions Program** represents Canada at the International Bureau of Exhibitions in Paris and acts as a liaison between the two. It co-ordinates the handling of invitations to take part in world exhibitions; determines interdepartmental interest; and makes recommendations. It also provides for the organization and direction of Canadian participation in world exhibitions.

The **Historical Division** is responsible for the archive activities of the department; for historical work in the realm of foreign affairs; and for the preparation of background material on international issues for use in the department. The division deals with requests for access to departmental records from scholars studying Canada's external relations and assists them in their research when possible. It also conducts the department's program of oral history.

One of the major tasks of this division is the compilation and editing of state papers in the continuing series entitled *Documents on Canadian External Relations* (nine volumes of which have already been published). The tenth volume will appear shortly.



The **Public Relations Division**, established in 1976, has two responsibilities — to provide background information to Canadian posts abroad on current domestic and foreign policy issues, and to inform Canadians about the Department of External Affairs and Canadian foreign policy.

The division's domestic activities involve developing a public information program in Canada to promote interest in and greater knowledge about Canadian foreign policy objectives. It organizes speaking tours by Canadian and foreign officials, group visits by Canadians to international organizations and arranges participation in seminars on foreign-policy themes by officials of the department or foreign guests. It co-operates with other government departments and with the information services of NATO, the Commonwealth, the UN and the European Communities in distributing publications, producing exhibits and developing resource materials for use in secondary schools in Canada. The division also organizes tours of the Pearson Building and briefings on foreign policy issues for visitors, answers enquiries of a general nature from the public and distributes information material on request on subjects related to Canadian foreign policy.

### Bureau of Co-ordination

This bureau co-ordinates and develops policies concerning provincial participation in Canada's international relations and Canada's role in the institutions and activities of the Commonwealth and of La Francophonie. It comprises three divisions: Federal-Provincial Coordination, Commonwealth Institutions, Francophone Institutions.

The **Federal-Provincial Coordination Division** is engaged in the following activities:

- (a) developing policy options in the area of provincial involvement in international activities;
- (b) consulting with other departments and agencies to ensure that account is taken of provincial interests abroad;
- (c) consulting with the provinces with respect to specific issues between Canada and foreign countries when these touch on areas of provincial or joint federal-provincial jurisdiction;
- (d) assuming major departmental responsibility for co-ordinating the analysis of the national unity issue as it affects Canada's foreign policy and international relations;
- (e) seeking to ensure that provincial aid projects are co-ordinated within the framework of the federal government's policies under CIDA; and
- (f) assisting in making arrangements for visits abroad by provincial representatives as well as for visits of foreign representatives to the provinces.

The **Commonwealth Institutions Division** has general responsibility for Canada's participation in the Commonwealth association and its many subsidiary and related bodies. In particular, it is responsible for co-ordinating Canadian participation in Commonwealth heads of government meetings and in other Commonwealth conferences and serves as a focal point for communications with the Commonwealth Secretariat. The division is also a reference centre for any matters involving the Commonwealth.

Its main functions, in conjunction with other divisions of the department and with other departments and agencies of the government, are to advise on Canada's participation in Commonwealth programs and activities and to co-ordinate the implementation of government policies in relation to the Commonwealth. It also has an advisory and liaison function in relation to Canadian involvement with the more than 250 non-governmental institutions, associations, and organizations associated with the Commonwealth.

The ***Francophone Institutions Division*** has general responsibility for the multilateral aspects of Canada's relations with French-speaking countries. It assists in formulating and implementing Canadian policy on multilateral relations between these countries and in co-ordinating the Canadian contribution to their aid programs. Thus the division is responsible for handling all aspects of the Canadian presence in La Francophonie (i.e. the cultural community of the world's French-speaking countries). Among other things it establishes and co-ordinates Canadian participation in various meetings and events of an official or semi-official nature taking place in these countries.

The division establishes Canadian participation, and co-ordinates policy, at various intergovernmental conferences or within organizations of the francophone countries. In particular, it handles Canada's participation in the Agency for Cultural and Technical Cooperation, of which Canada is a founding member. It co-ordinates formulation of the Canadian viewpoint at discussions of agencies of this organization, and establishes the broadest possible balanced participation by Canada in the Agency's programs and activities — both those involving multilateral action and those taking place in Canada itself. At the private level, it performs a role of liaison and support in international associations and organizations of a private nature within the French-speaking world community, in order to ensure effective and representative Canadian participation.

## Administrative Bureaux

These bureaux, which constitute the rest of the headquarters bureaux structure are: Communications and General Services; Finance and Management Services; and Personnel, and Physical Resources.

## Posts Abroad

Canada's diplomatic missions and consular offices form an integral part of the department. Heads of diplomatic and consular posts report to the Minister and receive their instructions from him.

The diplomatic staff of an embassy consists of the ambassador, assisted by one or more foreign service officers, who may also be assigned consular duties to the extent required by the volume of consular work. Where separate consular offices exist, they operate under the general supervision of the head of the diplomatic mission in the country, while receiving instructions in matters of detail from the appropriate division in the department.

In some cases officers of other departments of the Government of Canada — commercial, immigration, military, naval, air or others — are attached to missions. Though responsible to their departmental heads in Ottawa, they also work under the general supervision and direction of the mission.

In essence, the work of a mission is: to conduct negotiations with the government to which it is accredited; to keep the Government of Canada fully informed of political or other developments of significance in the country in which it is serving; to watch over Canada's interests in the country; to serve Canadians in the country; and to make information about Canada available to the public.

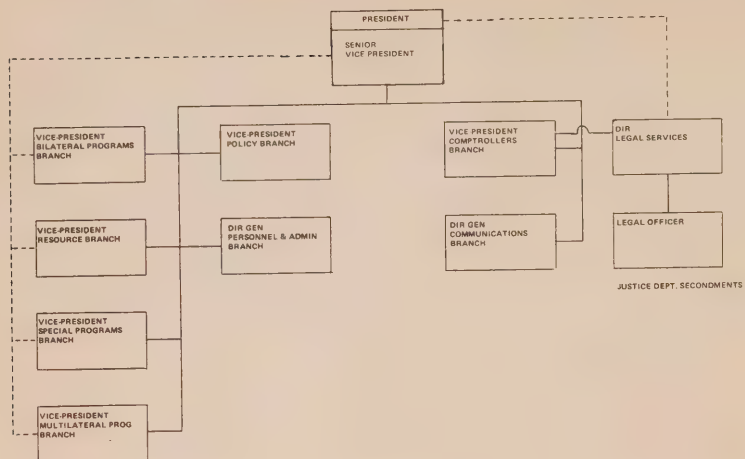
## Statutes

The Minister is responsible for:

- An Act carrying into effect the Treaties of Peace between Canada and Italy, Roumania, Hungary and Finland*, (SC 1948 c. 71)
- An Act carrying into effect the Treaty of Peace between Canada and Japan* (SC 1952 c. 50)
- An Act Respecting the International Boundary Waters Treaty and the existence of the International Joint Commission* (RSC 1970 c. I-20)
- Department of External Affairs Act* (RSC 1970 c. E-20)
- Diplomatic Immunities (Commonwealth Countries) Act* (RSC 1970 c. D-4)
- Food and Agriculture Organization of the United Nations Act* (RSC 1970 c. F-26)
- High Commissioner in the United Kingdom Act* (RSC 1970 c. H-5)
- International Development Research Centre* (RSC 1970 c. 21 [1st Supp])
- Privileges and Immunities (International Organizations) Act* (RSC 1970 c. P-22)
- Privileges and Immunities (NATO) Act* (RSC 1970 c. P-23)
- Roosevelt-Campobello International Park Commission Act* (SC 1964-65 c. 19)
- Territorial Sea and Fishing Zones Act* (RSC 1970 c. T-7)
- United Nations Act* (RSC 1970 c. U-3)



# Canadian International Development Agency



# Canadian International Development Agency

## Head Office

Place du Centre  
200, rue Principale  
Hull, Québec  
K1A 0G4

## Minister Designated

Secretary of State for External Affairs

## Principal Officers

President .....	Michel Dupuy
Senior Vice-President .....	Léo Dorais
Vice-Presidents	
Policy .....	William Jenkins
Multilateral Programs .....	Margaret Catley-Carlson (acting)
Bilateral Programs .....	Noble Power
Special Programs .....	Lewis Perinbam
Comptroller's Branch .....	David R. Aitchison
Resource Branch .....	Pierre Sicard

## Historical Background

The Canadian International Development Agency (CIDA) began as the Economic and Technical Assistance Branch of the Department of Trade and Commerce. Then, pursuant to the *Public Service Re-arrangement and Transfer of Duties Act*, the functions of the branch were transferred to the Department of External Affairs on Nov. 1, 1960 (OIC P.C. 1960-1476), and in particular to the External Aid Office. The office was designated a department (OIC 1968-923, 8 May 1968), the Secretary of State for External Affairs as the Appropriate Minister (OIC P.C. 1968-1028), within the meaning and purpose of the *Financial Administration Act*. Order-in-Council 1968-1760, of Sept. 12, 1968 authorized the name of the External Aid Office to be changed to the Canadian International Development Agency, and the External Aid Board to that of the Canadian International Development Board. The order also asserted that these new titles (including that of President) be changed on the 1960 order insofar as all existing orders-in-council, Treasury Board Minutes, and other official documents which concern the organization, operations, and administration of Canada's aid program.

## Overall Responsibilities

CIDA operates and administers Canada's official international development assistance program in about 80 developing nations in Asia, Africa, the Commonwealth Caribbean, and Latin America. Through the Minister it advises the Government of Canada on the formulation of international assistance policies and on the appropriate level of its contribution to international development agencies. CIDA also exists as a forum for inter-departmental and inter-governmental discussions in international co-operation and maintains liaison with provincial governments and professional associations in the recruiting of advisers for overseas assignments with CIDA. Overseas, it is linked with developing countries through Canadian diplomatic posts and serves as Canada's representative on various consultative and aid co-ordinating institutions set up by the international community.



## **Organization and Programs**

Major policy changes are referred to the Canadian International Development Board, which consists of the Under Secretary of State for External Affairs, the deputy ministers of Finance and Industry, Trade and Commerce, the Governor of the Bank of Canada, the Secretary of the Treasury Board Secretariat, and the President of the International Development Research Centre, and meets under the chairmanship of CIDA's president.

The direction and volume of Canada's assistance programs are determined by Cabinet. All major programs and projects are referred to the ministerial level for approval.

### **Policy Branch**

The branch provides CIDA management with analyses and options on major policies and orientations; develops and manages an annual planning cycle for CIDA as a whole, and evaluates the effectiveness of CIDA's program. The branch has developed a capability for longer-range planning, and provides analyses of government policies related to development outside the Aid Program. The branch develops policies in the area of multi-dimensional issues and represents the Canadian position in international discussions. Coordination with the relevant groups within Canada are handled by a Federal-Provincial Relations unit.

### **Bilateral Programs Branch**

This branch develops and implements CIDA's assistance programs on a country-to-country basis in Asia, Africa, Commonwealth Caribbean, and Latin America. Within each of its area divisions — Asia, Commonwealth Africa, Francophone Africa, Commonwealth Caribbean and Latin America — are desk officers responsible for all aspects of country programs.

### **Multilateral Programs Branch**

This branch is responsible for Canada's relations with international development assistance institutions and organizations. The responsibility for co-ordinating the food aid program resides in this branch as well.

### **Resources Branch**

The Resources Branch provides advice and services in the fields of engineering, agriculture, fisheries, forestry, education, health, environment, population, energy, communications, transportation, human resources and material management for its client branches engaged in program planning and in the planning and implementation of individual aid projects.



## Special Programs Branch

This branch fosters and supports the participation of Canadian business and industry and voluntary agencies in economic and social development in the Third World. The branch also works closely with provincial institutions to ensure co-ordination of efforts of CIDA divisions in special programs. Its Non-Governmental Organizations Division through a matching-grant basis, provides increased opportunities for voluntary organizations to become involved in international development. The Public Participation Program helps to reinforce this approach to development amongst Canadians. The International Non-Governmental Organizations Division handles the funding for development-oriented groups outside Canada. The Business and Industry Division administers a grant program to help Canadian firms explore opportunities to form joint business ventures in developing countries with local entrepreneurs.

## Communications Branch

This branch has overall responsibility for developing and implementing information programs to keep the Canadian public informed on Canadian international development activities in Canada and overseas, and encouraging a wide spectrum of the Canadian public to support and participate in Canada's international assistance program. The branch is also responsible for the briefing of personnel selected for overseas assignments and organizing internal conferences on international themes, as well as maintaining Parliamentary Relations.

## Comptroller's Branch

This branch is responsible for the development of financial reporting and control systems and management information systems. In addition, the financial, management and project audit services are housed in this branch.

## Personnel and Administration Branch

This branch is responsible for providing in-house management consulting services, advising CIDA management and employees on all aspects of personnel administration and providing security and necessary administrative support services.

**Additional Information** — all enquiries should be addressed to the information director at head office.

**Parliamentary Committee** — Standing Committee on External Affairs and National Defence.

**Auditor** — Auditor General of Canada.

# International Development Research Centre

## Head Office

60 Queen Street  
Ottawa, Ontario

## Mailing Address

P.O. Box 8500  
Ottawa, Ontario  
K1G 3H9

## Minister Designated

Minister of External Affairs

## Board of Governors

### Canadian members

Chairman, Maurice Strong* (10/82)	Ottawa, Ont.
President, Ivan L. Head* (3/83)	Ottawa, Ont.
J. Milton Bell* (7/79)	Saskatoon, Sask.
Roger Blais* (6/80)	Montréal, Qué.
Norman T. Currie* (5/80)	Toronto, Ont.
Michel Depuy (12/81) (President of CIDA)	Ottawa, Ont.
Liliane Filion-Laporte (6/81)	Montréal, Qué.
Allan E. Gottlieb (6/82)	Ottawa, Ont.
Louis H. Lorrain (6/81)	Montréal, Qué.
John B. Stewart (5/81)	Antigonish, N.S.
William C. Winegard* (6/80)	Toronto, Ont.

### Non-Canadian members

Manuchehr Agah* (2/79)	Iran
Allison A. Ayida (5/81)	Nigeria
Pierre Bauchet* (2/79)	France
Sir John Crawford (2/79)	Australia
Ray A. Goldberg (6/81)	United States
Hadj Mokhtar Louhibi (6/81)	Algeria
Hon. Rex Nettleford* (3/80)	Jamaica
A. Jamil Nishtar (6/81)	Pakistan
Victor L. Urquidi (2/79)	Mexico
Sir Geoffrey M. Wilson* (3/80)	Britain

\* These Governors are members of the Executive Committee, set up under the terms of the IDRC Act para 11(1).

## Principal Officers

President	Ivan L. Head
Senior Vice-President — Canada and Donor Agency Relations	Louis Berlinguet
Vice-President — International Assistance	Nihal Kappagoda
Vice-President — Administration	Jon Church
Secretary and General Counsel	James C. Pfeifer
Treasurer	Raymond J. Audet
Director, Administrative Services Division	John J. Comeau
Director, Agriculture, Food and Nutrition Sciences Division	Joseph H. Hulse
Director, Health Sciences Division	John M.D. Gill
Director, Information Sciences Division	John E. Woolston
Acting Director, Social Sciences and Human Resources Division	M.S. Rao
Acting Director, Publications Division	R.E. MacIntyre

## Historical Background

The *International Development Research Centre Act* (RSC 1970 c. 21 [1st supp]) created a corporation called the International Development Research Centre (IDRC), consisting of a Board of Governors composed of a Chairman, President and 19 other members, appointed by the Governor-in-Council for renewable terms. Both the Chairman, and the President, who is the chief executive officer of the Centre, are appointed for terms of five years, while the other governors have four-year terms.

Although IDRC is not classified in any of the schedules of the *Financial Administration Act*, the corporation falls within the Act's definition of a Crown corporation. The IDRC is not an agent of Her Majesty and its officers and employees are not part of the Public Service of Canada.

Most of IDRC's income is derived from a grant of the Government of Canada, but the Centre is allowed to accept bequests or grants from any source. For tax purposes, IDRC is deemed an organization as described in paragraph 69(1)(f) of the *Income Tax Act* and in subparagraph 7(1)(d)(i) of the *Estate Tax Act*. The annual report is tabled in Parliament by the designated Minister.

## Overall Responsibilities

The corporate objectives of IDRC, as set out in the Act are:

"to initiate, encourage, support and conduct research into problems of the developing regions of the world and into the means for applying and adapting scientific, technical and other knowledge to the economic and social advancement of those regions, and, in carrying out those objects

- (a) to enlist the talents of natural and social scientists and technologists of Canada and other countries;
- (b) to assist the developing regions to build up the research capabilities, the innovative skills and institutions required to solve their problems;
- (c) to encourage generally the co-ordination of international development research; and
- (d) to foster co-operation in research on development problems between the developed and developing regions for their mutual benefit."

## Organization and Programs

The Centre operates under the authority of its Board of Governors. At least 11 members of this Board must be Canadian citizens. Until now, the 10 other members have been from other countries, with six among them from developing countries. The full Board meets twice a year while its executive committee meets four times a year.

The Governors of the Centre set its policy, approve its projects and establish the appropriate organizational structure for Centre operations. Five administrative divisions have been set up for program management.

### Agriculture, Food and Nutrition Sciences Division

This division supports research in plant breeding, farming systems, post harvest technology (for small farmers), animal sciences, fisheries (rural, small-scale operations), aquaculture, forestry, nutrition and home sciences.

## Information Sciences Division

This division focuses on two complementary aspects of information: information about development (co-operation with UN agencies to establish worldwide systems of information to collect and disseminate data on social and economic development) and information for development (supporting the creation of centres that supply specialized information to developing countries in areas such as agriculture, health, and small-scale industrial technology) also has projects in library development and cartography.

## Health Sciences Division

The four areas in this division involve: basic health services (primary health-care systems for rural areas), biological and environmental control of some major tropical diseases, improvement of water-supply systems and sanitation in rural or marginal sectors, and studies of more effective methods of fertility regulation and family planning.

## Social Sciences and Human Resources Division

This division supports applied research in three major sectors:

- (1) studies on the process of modernization and change (e.g. social and economic impact of new farming practices, rural-urban migration, institutional modernization, etc.);
- (2) applied social sciences (e.g. studies on marketing systems, science and technology policy, rural education, low cost housing); and
- (3) support of international and regional research networks to encourage a sharing of experiences between scientists from developing countries.

The *Human Resources Awards Program* is designed to provide opportunities for individual scholars and professionals to undertake training, research or investigation in the international development field. There are categories of awards for both Canadians and citizens of developing countries.

## Publications Division

This division disseminates the results of IDRC-supported projects through the production and distribution of general and scientific publications and audiovisual material. Provides short training sessions for science writers from developing countries.

### Regional Offices

#### Asia

Tanglin P.O. Box 101  
Singapore 10

#### East Africa

P.O. Box 30677  
Nairobi, Kenya

#### North Africa and the Middle East

5 Latif Mansour Street  
Heliopolis, Cairo, Egypt

#### West Africa

P.O. Box 11007, CD Annexe  
Dakar, Sénégal

#### Latin America and the Caribbean

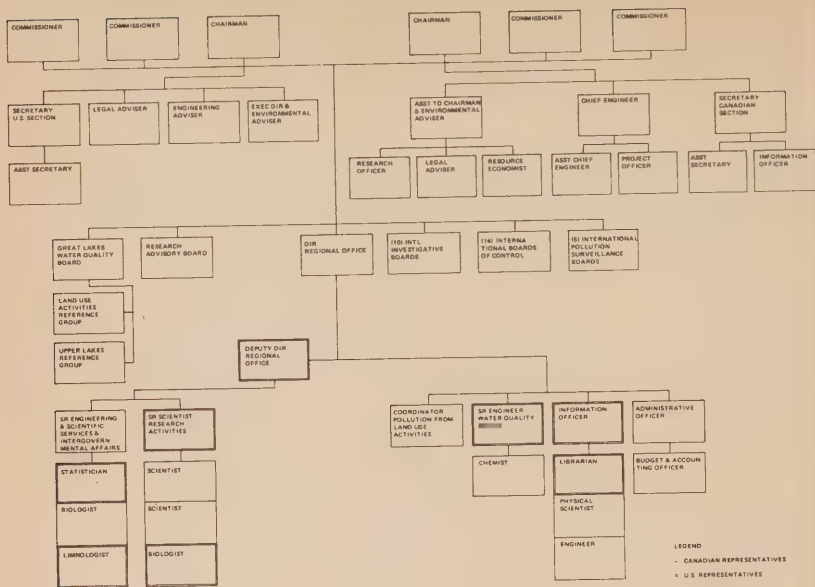
Centro Internacional de Investigaciones para el Desarrollo  
Apartado Aereo 53016  
Bogotá, D.E. Colombia

**Additional Information** — while the IDRC's Head Office in Ottawa is the seat of its executive and administrative body, regional offices facilitate working contacts with institutions and researchers in the developing areas. The regional offices handle enquiries originating in their respective regions, including questions on IDRC policy. Enquiries from Canada, the U.S. and other countries not in the areas covered by these offices should be directed to the Ottawa head office.

**Parliamentary Committee** — Standing Committee on External Affairs and National Defence.

**Auditor** — Auditor General of Canada.

## International Joint Commission



# International Joint Commission

## Head Office

151 Slater Street  
Ottawa, Ontario  
K1P 5H3

## Minister

Secretary of State for External Affairs

## Members of the Commission

### Canadian Section

Chairman ..... Dr. Maxwell Cohen, Q.C.  
Commissioners ..... Keith A. Henry  
Bernard Beaupré

### United States Section

Chairman ..... Robert J. Sugarman  
Commissioners ..... Charles R. Ross  
Victor L. Smith

## Principal Officers (Canadian Section)

Secretary ..... D.G. Chance  
Assistant to the Chairman and Environmental Adviser ..... Richard H. Millest  
Chief Engineer ..... Murray W. Thompson  
Legal Adviser ..... Sam Wex

## Principal Officers (United States Section)

Secretary ..... William A. Bullard  
Executive Director and Environmental Adviser ..... John F. Hendrikson  
Engineering Adviser ..... Stewart H. Fonda  
Legal Adviser ..... James G. Chandler

## Historical Background

The International Joint Commission was established in 1909 by a treaty between the United States of America and Great Britain. This treaty was confirmed and sanctioned by the *International Boundary Waters Treaty Act* (SC 1911 c. 28, now RSC 1970 c. I-20).

The commission consists of six members, three appointed by the Government of Canada, and three appointed by the President of the United States.



## Overall Responsibilities

The commission deals with the use, obstruction and diversion of boundary waters and rivers crossing the boundary between Canada and the United States. Structures which would increase the levels of waters at the boundary require the prior approval of the commission before work can proceed. In addition, the commission carries out extensive investigations on questions arising between the Canadian and United States Governments along the "common frontier", and reports its findings, with recommendations, to the two Governments. It is also the co-ordinating agency for activities under the 1972 *Canada-U.S. Agreement on Great Lakes Water Quality* and maintains continuing surveillance of air quality along the boundary.

## Programs

### International Boards

The following boards have been established under the 1909 treaty and are still active:

#### International Investigation Boards

Roseau River Drainage  
Souris & Red Rivers  
Richelieu River — Lake Champlain  
Lake Erie Regulation  
Great Lakes Diversions & Consumptive uses  
Poplar River Water Quality  
Garrison Diversion Study  
Great Lakes Technical Network  
Great Lakes Advisory Board  
Saint John River Water Quality

#### International Boards of Control

Columbia River	St Croix River
Kootenay Lake	St Lawrence River
Lake Champlain	St Mary and Milk Rivers
Lake Superior	Skagit River
Niagara River	Souris River
Osoyoos Lake	Lake of the Woods
Rainy and Namakan Lakes	

#### International Pollution Surveillance Boards

Air Pollution along the Boundary  
Rainy River  
Red River  
St. Croix River  
Michigan — Ontario Air Pollution

## Great Lakes Water Quality Boards and Reference Groups

The following were established in accordance with the 1972 *Canada-U.S. Agreement on Great Lakes Water Quality*. Great Lakes Water Quality Board, International Reference Group on Pollution of the Upper Great Lakes, International Reference Group on Great Lakes Pollution from Land Use Activities, Great Lakes Research Advisory Board.

### Great Lakes Water Quality Board

#### Head Office

International Joint Commission  
Great Lakes Regional Office  
100 Ouellette Ave.  
Windsor, Ontario  
N9A 6T3

#### Canadian Section

Dr. R.W. Slater (Chairman)  
Regional Director  
Ontario Region  
Environmental Protection Service  
Fisheries and Environment Canada

Dr. W.R. Drynan, Secretary  
Senior Engineer  
Water Quality Programs  
Great Lakes Regional Office  
International Joint Commission

#### United States Section

George R. Alexander, Jr. (Chairman)  
Regional Administrator  
Region V  
Environmental Protection Agency

L.B. O'Leary, Secretary  
Senior Engineer  
Great Lakes Regional Office  
International Joint Commission

### Historical Background

The Great Lakes Water Quality Board was formed by the International Joint Commission in consultation with the Governments of Canada and the United States in the spring of 1972, pursuant to Article VII of the *Great Lakes Water Quality Agreement*, which was signed April 15, 1972. The Board's first meeting was on July 19, 1972. Regular reports to the Commission are made in July for the preceeding water year, and special reports are prepared as the Commission requests or the Board desires.

### Overall Responsibilities

The Board is the principle adviser to the Commission with regard to the exercise of the functions, powers and responsibilities assigned to the latter under the *Great Lakes Water Quality Agreement of 1972*. These include collation analysis and dissemination of data and information provided by the federal, state and provincial governments, and tendering advice and recommendations to the governments on Great Lakes water quality problems and achievement of the agreed water quality objectives.

In addition to these duties, the Water Quality Board supervises and co-ordinates the studies being conducted by the Commission's International Reference Group on Pollution of the Upper Great Lakes and the International Reference Group on Great Lakes Pollution from Land Use Activities.

## Great Lakes Research Advisory Board

### Head Office

International Joint Commission  
Great Lakes Regional Office  
100 Ouellette Ave.  
Windsor, Ontario  
N9A 6T3

### Canadian Section

Dr. A.R. LeFeuvre (Chairman)  
Ontario Region  
Inland Waters Directorate  
Environmental Management  
Services, Fisheries and  
Environment Canada

Dr. R.E. White, Secretary  
Senior Scientist  
Great Lakes Regional Office  
International Joint Commission

### United States Section

Dr. D.J. Mount (Chairman)  
Director  
Environmental Research  
Laboratory

### Historical Background

The Great Lakes Research Advisory Board was formed in consultation with the Governments of Canada and the United States during the summer of 1972, pursuant to Article VII of the *Great Lakes Water Quality Agreement*, signed April 15, 1972. Its first meeting was on November 10, 1972.

The Board reports to the International Joint Commission each July on its activities over the past year and submits special reports whenever the Commission requests or the Board desires.

### Overall Responsibilities

The Board assists the Commission in co-ordinating Great Lakes water quality research programs, identifies research needs, and advises the Commission on the formulation of recommendations to the Governments for further research.

**Regional Offices** — there are none.

**Additional Information** — enquiries should be addressed to the International Joint Commission at head office.

**Parliamentary Committee** — Standing Committee on External Affairs and National Defence.

**Auditor** — Auditor General of Canada.

# Minister of State for Federal-Provincial Relations

59 Sparks Street  
Ottawa, Ontario  
K1A 0A3

## Minister

Minister of State for Federal-Provincial Relations

## Principal Officers

Private Secretary .....	Monique Grenon
Executive Assistant .....	Richard Lafontaine
Press Attaché .....	Marie-Andrée Bastien
Special Assistant .....	Michel Décary
Special Assistant .....	William de Laat
Special Assistant .....	Patrice Merrin
Special Assistant .....	Réginald Day

## Historical Background

In September 1977, the Prime Minister announced the creation of a portfolio for Federal-Provincial Relations.

## Overall Responsibilities

The Minister of State for Federal-Provincial Relations, responsible not for a department but for a particular task within Cabinet, is to:

- develop, in consultation with the Prime Minister, the approach of the federal government to the continuing revision, improvement and adaptation of the Canadian Constitution.
- act as adviser to Cabinet and to the Prime Minister in all matters which might have important implications in the field of federal-provincial relations.
- assist his colleagues in their consultations with the provinces and seek to ensure, in a more permanent fashion, good relations with all of the provincial premiers and ministers responsible for intergovernmental affairs.

# Office of the Co-ordinator Status of Women

## Head Office

63 Sparks Street  
Room 307  
Ottawa, Ontario  
K1A 1C3  
(613) 995-9397

## Minister Designated

The Honorable Marc Lalonde, Minister Responsible for the Status of Women

## Principal Officers

Deputy Head and Co-ordinator ..... Maureen O'Neil

## Historical Background

Since 1971 there has been within the Federal Cabinet, a Minister Responsible for the Status of Women. The position of Co-ordinator, Status of Women was initially established in the Privy Council Office as a result of a recommendation of the Royal Commission on the Status of Women in 1970.

The Office of the Co-ordinator became an independent agency of the federal government on April 1, 1976 (OIC P.C. 1976-781). The Co-ordinator is appointed by the government for an indefinite period of time to oversee the activities of the Office of the Co-ordinator Status of Women. The Office is funded by an annual budget approved by Parliament.

## Overall Responsibilities

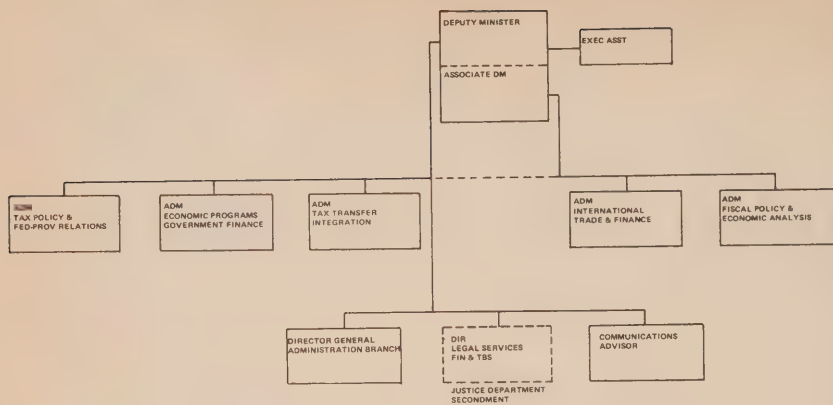
Many federal government departments have responsibility centres which deal with status of women matters. The Office of the Co-ordinator, Status of Women is the central contact point for all of these centres. The prime responsibilities of the office are:

- (a) to assist the Minister in discharging his responsibilities;
- (b) to monitor federal department policies and programs to ensure that they are in line with policies promoting equality between the sexes;
- (c) to co-ordinate measures to improve the status of women at the federal level;
- (d) to perform a public information and liaison function by keeping in contact with women's organizations and individuals across the country and by issuing publications;
- (e) to ensure federal — provincial consultation on status of women question.

**Auditor** — Auditor General of Canada.



# Department of Finance





# Department of Finance

## Head Office

Place Bell Canada  
160 Elgin Street  
Ottawa, Ontario  
K1A 0G5

## Minister

Minister of Finance

## Principal Officers

Deputy Minister .....	T.K. Shoyama
Associate Deputy Minister .....	W.C. Hood
Assistant Deputy Ministers	
Tax Policy and Federal-Provincial Relations .....	E.P. Neufeld
Economic Programs and Government Finance .....	S. Rubinoff
Long-Range Economic Planning .....	O.E. Thür
International Trade and Finance .....	R.K. Joyce
Fiscal Policy and Economic Analysis .....	S.J. Handfield-Jones

## Historical Background

The Department of Finance was created by an Act of Parliament in 1869, but now operates under Parts VIII to X of the *Financial Administration Act* (RSC 1970 c. F-10). Prior to the formation of Canada in 1867, each province had an "inspector general" who handled financial affairs. After Confederation, this individual was styled "Minister of Finance".

At various times in its history, the Department of Finance has included the Treasury Board, the Comptroller of the Treasury, the Royal Canadian Mint, Tax Inspection, Old Age Pensions, Superannuation and Retirement, and the Tariff Board. A decision was made in the early 1930s, however, to transfer detailed operational responsibilities to others so that Finance could concentrate on central analytical and policy work.

## Overall Responsibilities

The main objective of the Department of Finance is to assist the government in deciding upon and implementing financial and other economic policies or measures that best accomplish its major economic and other aims.

To this end, the department:

- analyzes and appraises the economic situation and prospects in Canada and in other countries of interest to Canada;
- advises on fiscal and other economic policies and measures, including those originating in the department;
- recommends measures to meet the requirements of the government within appropriate fiscal policies, by action in expenditure, lending, taxation, borrowing and cash management;
- advises on matters concerning the balance of payments, exchange reserves, international monetary and financial arrangements, coinage and related matters;
- participates in international negotiations and other meetings related to trade, finance, taxation, economic development and other subjects, and makes contributions to international finance institutions;

- (f) advises on policies relating to federal-provincial fiscal and economic relations, carries on discussions with provincial authorities and pays grants to provincial governments and grants in lieu of taxes to municipalities; and
- (g) administers statutes relating to guaranteed loans, the capital budgets and financing of Crown corporations and agencies.

## **Organization and Programs**

Administrative support is provided on a joint basis with the Treasury Board Secretariat by the Finance, Personnel and Administration Branch.

### **Tax Policy and Federal-Provincial Relations Branch**

The Tax Policy section of the branch includes units which examine legislation, income taxes and commodity taxes, and a quantitative analysis group.

The Personal Income Tax unit analyzes proposals relating to personal taxation, deferred income plans, trusts and partnerships. It also receives corporate tax measures and new proposals which directly affect the business community. Such an ongoing review is necessary because of the constantly changing economic conditions and international competition. The income tax unit is also concerned with the international provisions of the taxing statutes. These affect both non-residents with income from Canadian sources and Canadians with income from foreign sources. It also studies those tax measures which affect international trade and foreign investment. It is responsible for the negotiation of tax treaties with other countries and the surveillance of tax developments throughout the world.

The Quantitative Tax Analysis unit conducts the economic and econometric analyses of tax proposals to determine their effects on the distribution of income, the long-term growth of the economy and the behaviour of individuals and companies. It also determines the revenue effects of various tax measures.

The Commodity Tax unit deals with policy problems concerning all federal excise taxes and duties. A unit also assists in work on federal-provincial problems.

### **Federal-Provincial Relations Division**

This division is wholly or partially responsible for the administration of several major programs under which monies are paid to provinces and local governments. The division also provides policy advice on a wide range of federal-provincial fiscal issues. Programs administered by the division include statutory subsidies, equalization, revenue stabilization, income tax revenue guarantee, public utility income tax sharing, and reciprocal taxation arrangements. Programs which are administered jointly with other departments include tax collection agreements with provinces, federal-provincial Established Programs Financing arrangements covering hospital insurance, medical care and post-secondary education, "contracting-out" arrangements with Quebec, and disaster assistance.

Policy advice is provided on all of these programs as well as on other subjects such as joint occupancy of tax fields, revenue-sharing with other levels of government, conditional and unconditional transfers to provincial and municipal governments, fiscal harmonization and intergovernmental taxation. The division also provides advice on intergovernmental co-operation in fiscal and economic matters generally.

A Municipal Grants unit administers grants-in-lieu of real property taxes for federal property across Canada.

A Reciprocal Taxation Centre has been established within the division to administer the federal-provincial agreements concerning reciprocity of consumption taxes. The federal government entered into such agreements with six provinces on October 1, 1977.

### Social Development and Manpower Policy Division

The division assists the Minister in selecting and implementing measures to accomplish economic, fiscal and financial objectives in the fields of social policies and income support systems, manpower policies and employment programs, and socio-economic measures. Its staff constantly assesses such matters as mobility programs, direct employment programs, family allowances, guaranteed annual income, cultural policies, and Indians and Métis policies.

## Economic Programs and Government Finance Branch

### Resource Programs Division

The division is responsible for encouraging the development of policies and programs for Canada's natural resources. Staff members work on a variety of resource policies, most of which are important public issues, including energy, oil and gas, minerals, food, agriculture, fisheries and forestry. They also provide advice on policies for northern development, the environment and national parks. The main tasks of the division are to examine proposals made by other government departments, to evaluate their economic and fiscal impact, and to make recommendations to the Minister of Finance as to the public benefits of these proposals.

### Economic Development Division

The division provides advice on program and policy formulation in the areas of industrial development, regional development, transportation, communications, nuclear and hydro-electric energy, science policy and economic development generally. The primary focus of its work is on the programs and policies of other departments; its basic orientation is towards ensuring that new or modified programming proposals recognize general economic implications, and are consistent with overall government economic and financial objectives.

In undertaking its policy development and advisory role, the division is involved in interdepartmental policy reviews, consultations with the private sector, industry sector analysis and project and program evaluation, as well as in the administration of existing programs through representation on interdepartmental or federal-provincial boards and committees.

### Government Finance Division

The financial operations of government and the formulation of policy respecting government loans, investments and guarantees are the responsibility of this division. These functions arise from direct responsibilities which the Minister holds under various statutes, particularly the *Financial Administration Act*.

The Minister of Finance is one of three ministers who recommend the budgets of Crown corporations for approval of the Governor-in-Council. Capital budgets are the main instruments of control over these semi-autonomous bodies. The division reviews and advises on these budgets. When new Crown corporations are to be created, the division advises on the required financial provisions including capital structure, limits on debts and equity, budgetary and other financial controls and loan guarantee provisions.

Since the approval of the Minister is required for loan guarantees by the government, the division makes liability analyses of industrial and commercial projects recommended for this type of business. It recommends terms and conditions for loans to Crown corporations and other borrowers, designed to recover the government's cost of borrowing. It gives advice on special financial problems such as the valuation of Crown corporations to be sold or of businesses to be purchased or invested in by the government.

## International Trade and Finance Branch

### Tariffs Division

The division investigates and reports on proposals regarding the Canadian customs tariff and related matters. It reviews representations from producers, importers and other groups on matters relating to Canadian tariffs, trade agreements and commitments under the General Agreement on Tariffs and Trade (GATT). It is also responsible for matters relating to the Generalized System of Preferences for developing countries.

The division assesses the impact of tariff changes on Canadian industry and the allocation of resources. It also participates in international trade negotiations including those conducted under the GATT.

### International Economic Relations Division

This division studies Canada's international trade policy, particularly as it relates to imports. It provides advice on trade and commercial policy issues and on the effect of changes in the world trading environment for the Canadian economy. It also evaluates the trade implications of domestic economic policies and their impact on economic relations with other countries. The division also receives, reviews and makes recommendations on representations proposing changes in legislation governing imports such as the *Anti-Dumping Act and Regulations*, and the *Customs Act*.

Officers frequently represent the department on Canadian delegations to meetings of the General Agreement on Tariffs and Trade (GATT), Organization for Economic Co-operation and Development (OECD) and the United Nations Conference on Trade and Development. Officers of the division also participate in meetings with foreign delegations in Ottawa and abroad on bilateral trade problems.

The division deals on a day-to-day basis with a number of shorter term trade problems associated with individual commodities or sectors, such as agriculture, minerals, energy and secondary manufacturing.



## International Programs Division

The division is concerned primarily with Canada's membership in a number of international organizations, Canadian financial involvement with developing countries through the provision of aid, and the government's support for export development.

It is involved in the interdepartmental formulation of Canada's position in relation to the World Bank, the International Development Association, and a number of regional and sub-regional development finance institutions, especially those where the Minister of Finance is the Governor for Canada.

The division also provides advice to other departments on budgetary, financial and economic policy issues which arise in the United Nations organization, its specialized agencies, and its voluntary funds.

The Canadian International Development Agency (CIDA) consults the division on bilateral aid policy for developing countries. The division is also consulted in connection with development aspects of policy issues in the fields of international trade and finance. It is concerned, as well, with the international reviews of donors aid programs and policies by the development assistance committee of the OECD.

The division provides advice on the policies and programs of the Export Development Corporation, and on proposals for other forms of government financial assistance to exporters.

## International Finance Division

This division is composed of a Balance of Payments section and an International Organizations section. It advises on balance of payments and foreign exchange matters, deals with questions relating to the international monetary system, and administers Canada's relations with international monetary and financial institutions.

The International Organizations section studies the international monetary system and its evolution, and advises on Canadian policy in this area. Officers of the section also monitor economic and financial developments in overseas countries. The section is responsible for Canada's relations with the International Monetary Fund, as well as for the co-ordination of departmental activities relating to the OECD and its economic policy committee. The division normally represents Canada in the OECD's Working Party 3 on the balance of payments.

The Balance of Payments section is responsible for the analysis of Canada's trade and financial transactions with the rest of the world. It interprets developments in the balance of payments and the foreign exchange market and provides projections of future patterns. The section also carries out a variety of studies on related areas such as the international aspects of the world energy situation and the implications of Canada's commercial and foreign investment policies for the balance of payments structure.

## Fiscal Policy and Economic Analysis Branch

### Economic Analysis Division

This division provides a continuing assessment of the general economic situation. It analyzes economic developments and prepares forecasts of production, employment, national income, consumption, capital spending, changes in the price level and other economic indicators. It also analyzes and projects the Canadian balance of payments. These analyses and forecasts are an essential ingredient in the overview of policy for which the branch is responsible.

The division has three units: Economic Forecasting, General Economic Conditions, and Regional and Sectoral Analysis.

### Long-Range and Structural Analysis Division

Integrating the study of microeconomic and macroeconomic issues is the responsibility of this division. It prepares a macroeconomic forecast for the economy over the "medium to longer term" — roughly five to 20 years. The forecast assists in the planning and allocation of resources across the government. It helps policy-makers anticipate future structural problems, assists the study of alternative paths of development, outlines the policy dilemmas inherent in different medium-term growth paths, and helps anticipate changes in institutions and behaviour that are not economic in nature but have major impact on the economy.

As part of its structural analysis, the division examines policy adjustments required in particular sectors. Where particular sectoral problems appear important, it undertakes detailed analytical studies of the sector. It specializes in corporate finance and investment, labour market analysis and the distribution of income.

### Capital Markets Division

This division develops policy recommendations and advice on capital markets, financial institutions and management of the public debt. As well, it analyzes the monetary impact of fiscal measures.

The Securities Markets and Debt Management unit is concerned primarily with the management of the public debt and the ways in which the government's cash requirements can be met through borrowings. It provides advice on Treasury Bills, marketable bonds and Canada Savings Bonds.

A Financial Institutions unit is responsible for advice on capital markets, including the mortgage markets, the chartered banks and other financial institutions. It continually surveys these areas from the point of view of their competitiveness and the efficiency with which they collect and channel Canadian savings.

The Financial Flows unit examines monetary policy developments and analyzes their implications for fiscal policy and for the economic outlook. It contributes to the short-term forecast of the Canadian economy, forecasting interest rates and financial flows. It analyzes the monetary implications of fiscal policy and interprets the economic significance of financial developments.

The division also advises on matters relating to currency and coinage.

## Fiscal Policy Division

The division's prime responsibilities relate to the planning of fiscal policy and the analysis of its effects on the economy, the analyzing and forecasting of the financial requirements of the government of Canada, and the monitoring and analysis of the fiscal positions of other levels of government. It also analyzes a wide variety of fiscal problems.

The division reviews the form and content of the Public Accounts and other statements for which the Minister of Finance has responsibility under the *Financial Administration Act*.

A Cash Forecasting unit prepares the forecasts of the government's fiscal position which are basic to decisions on fiscal policy and debt management. The policy analysis unit studies the impact on the economy of potential fiscal measures and prepares policy recommendations. An Intergovernmental Forecasting unit monitors the fiscal program of other levels of government to understand their impact on the economy and their financial implications. An Econometrics unit conducts the underlying econometric work for the division.

## Information Division

This division is responsible for departmental communications and public relations. It carries out an extensive media relations program, including preparation of departmental and ministerial announcements and statements, special briefings, and arrangements for meetings and news conferences. It edits and publishes departmental publications, including a major annual review of the Canadian economy and various reports to Parliament. It works closely with publications and graphics sections in the design, production and national distribution of the budget speech and related documents. The division publishes weekly reports on media coverage of financial and economic news and on parliamentary activity of significance to the Department of Finance. A unit within the division deals with enquiries and correspondence on taxation and general economic issues.

## Inspector General of Banks

The Inspector General of Banks — established under section 64(1) of the *Bank Act* (RSC 1970 c. B-1) — is required by Parliament to conduct examinations and inquiries into the affairs and business of chartered banks and the bank incorporated under the *Quebec Savings Banks Act* to satisfy himself that the provisions of the respective Acts are being observed and that the banks are in a sound financial position. He reports to Parliament through the Minister of Finance.

### Statutes

The Minister is responsible for the:

*Anti-Inflation Act* (SC 1974-75-76 c. 75 ss. 3-5 Part I sec. 46)  
*Bank Act* (RSC 1970 c. B-1) as amended  
*Bank of Canada Act* (RSC 1970 c. B-2)  
*Banks, Quebec Savings act* (RSC 1970 c. B-4)  
*Beechwood Power Project Act* (SC 1957-58 c. 26)  
*Bills of Exchange Act* (RSC 1970 c. B-5) as amended  
*Bretton Woods Agreement Act* (RSC 1970 c. B-9) as amended  
*Canada Deposit Insurance Corporation Act* (RSC 1970 c. C-3)  
*Canada Development Corporation Act* (SC 1970-71-72 c. 49)  
*Canada Pension Plan Act* (RSC 1970 c. C-5, sec. 116 [3])  
*Canadian Fishermen's Loan Act* (RSC 1952 c. 37)



*Canadian National Railways Capital Revision Act* (RSC 1952 c. 311)  
*Canadian National Railways Financing and Guarantee Act* (SC 1970-71-72 c. 17)  
*Canadian National Railways Refunding Act* (SC 1926-27 c. 27) as amended  
*Canadian National Steamships (West Indies Service) Act* (SC 1926-27 c. 9)  
*Civil Service Insurance Act* (RSC 1952 c. 49)  
*Cooperative Credit Associations Act* (RSC 1970 c. C-29)  
*Currency and Exchange Act* (RSC 1970 c. C-39 except Part I)  
*Customs Tariff Act* (RSC 1970 c. C-41)  
*Defence Appropriation Act* (SC 1950-51 c. 5)  
*Diplomatic Service (Special) Superannuation Act* (RSC 1970 c. D-5) as amended  
*Excise Tax Act* (RSC 1970 c. E-13 Part I) as amended  
*Export Credits Insurance Act* (RSC 1952 c. 105 Parts II & III)  
*Farm Improvement Loans Act* (RSC 1970 c. F-3) as amended  
*Federal-Provincial Fiscal Arrangements and Established Programs Financing Act*, 1977 (SC 1976-77 c. 10)  
*Federal-Provincial Fiscal Revision Act*, 1964 (SC 1964-65 c. 26)  
*Federal-Provincial Tax Sharing Arrangements Act* (SC 1956 c. 29) as amended  
*Financial Administration Act* (RSC 1970 c. F-10) as amended  
*Fire Losses Replacement Account Act* (RSC 1970 c. F-11)  
*Gold Clauses Act* (RSC 1970 c. G-4)  
*Gold Export Act* (RSC 1970 c. G-5)  
*Governor General's Retiring Annuity Act* (RSC 1970 c. G-15) as amended  
*Halifax Relief Commission Pension Continuation Act* (SC 1974-75-76 c. 88)  
*Human Rights Act, Canadian* (SC 1976-77 c. 33 Part IV [S1/78-103])  
*Insurance Companies Act, Canadian and British* (RSC 1970 c. I-15)  
*Insurance Companies Act, Foreign* (RSC 1970 c. I-16)  
*Insurance Act, Department of* (RSC 1970 c. I-17)  
*Interest Act* (RSC 1970 c. I-18)  
*International Development Association Act* (RSC 1970 c. I-21) as amended  
*Investment Companies Act* (SC 1970-71-72 c. 33)  
*Loan Companies Act* (RSC 1970 c. L-12)  
*Members of Parliament Retiring Allowance Act* (RSC 1970 c. M-10) as amended  
*Municipal Development and Loan Act* (SC 1963 c. 13)  
*Municipal Grants Act* (RSC 1970 c. M-15)  
*New Westminster Harbour Commissioners Loan Act* (SC 1955 c. 38)  
*Newfoundland Additional Financial Assistance Act* (RSC 1970 c. N-20)  
*Newfoundland Additional Grants Act* (SC 1959 c. 48)  
*Oil Export Tax Act* (SC 1973-74 c. 53)  
*Pension Benefits Standards Act* (RSC 1970 c. P-8)  
*Prairie Grain Loans Act* (SC 1960 c. 1)  
*Prairie Grain Producers Interim Financing Act* (SC 1951 2nd Sess. c. 20) as amended  
*Prince Edward Island Subsidy Act* (SC 1912 c. 42)  
*Provincial Subsidies Act* (RSC 1970 c. P-26)  
*Student Loans Act, Canada* (RSC 1970 c. S-17)  
*Supplementary Borrowing Authority Act* (SC 1974-75-76 c. 79)  
*Tariff Board Act* (RSC 1970 c. T-1)  
*Tax Rental Agreements Act* (SC 1947 c. 58)  
*Temporary Wheat Reserves Act* (RSC 1970 c. 31 2nd Supp.)  
*Trust Companies Act* (RSC 1970 c. T-16)  
*War Risks Insurance Act* (SC 1942-43 c. 35)  
*Western Provinces Treasury Bills Act* (SC 1947 c. 77)  
*Winding-up Act* (RSC 1970 c. W-10 Parts II & III) as amended.

# Anti-dumping Tribunal

Place Bell Canada  
Ottawa, Ontario  
K1A 0G5

## Minister

Minister of Finance

## Members of the Tribunal

Chairman, David Kirkwood (01/85)	Toronto, Ontario
Vice-Chairman, Marguerite E. Ritchie, Q.C. (9/79)	Edmonton, Alberta
Members	
W.J. Lavigne (7/80)	Renfrew, Ontario
A.L. Bissonnette, Q.C. (9/80)	Weyburn, Saskatchewan
H. Perrigo (10/83)	Liverpool, England

## Principal Officers

Secretary	Arthur B. Trudeau
Director of Research	Kenneth Besharah

## Historical Background

The Anti-dumping Tribunal was established in 1969 under the *Anti-dumping Act* (now RSC 1970 c. A-15).

## Overall Responsibilities

Under the Act, the Tribunal was established to receive representation to hear evidence, and to arrive at decisions on the impact of dumping of goods into Canada on production in Canada. The Tribunal, within 90 days of receiving a preliminary determination of dumping from the Deputy Minister of National Revenue (Customs and Excise), must decide as to whether the dumping of the goods has caused, is causing, or is likely to cause material injury to the production in Canada of like goods, or is materially retarding the establishment of the production in Canada of like goods.

The inquiry by the Tribunal may include investigation of the state of the industry producing like goods in Canada and may take into account the number of factors such as market share, profits, prices, export performance, employment, utilization of capacity, and productivity. An order or finding of the Tribunal is final and conclusive.

The tribunal, under Section 16.1 of the *Anti-dumping Act*, by order of the Governor-in-Council inquires into any matter related to the serious prejudice caused by foreign imports to Canadian production.

Hearings of the Tribunal are usually held in Ottawa, and are open to the public.

## Program

The activity of the Tribunal is part of the Department of Finance's Anti-dumping Tribunal Program.

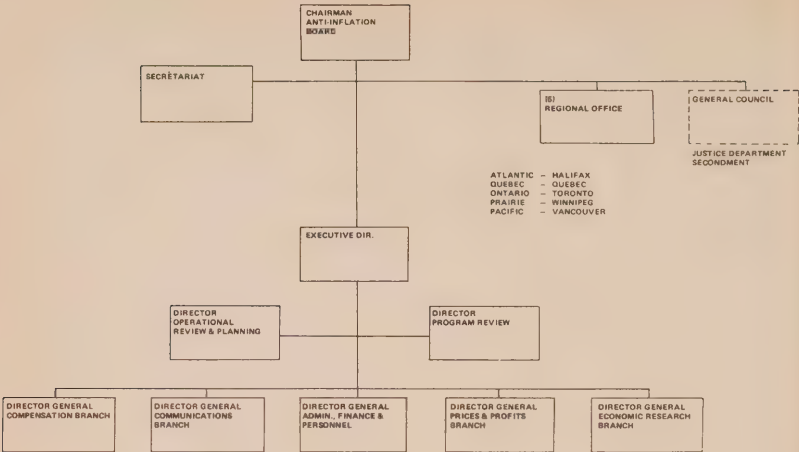
**Additional Information** — requests for copies of orders or findings and other relevant information should be addressed to the Secretary. Notices of Commencement of Inquiry and orders or findings are published in Part 1 of the Canada Gazette. All communications to the Tribunal should be addressed to the Secretary.

**Parliamentary Committee** — Standing Committee on Finance, Trade and Economic Affairs.

**Auditor** — through the Department of Finance.



Anti-Inflation Board



# Anti-Inflation Board

## Head Office

219 Laurier Avenue West  
Ottawa, Ontario

## Mailing Address

P.O. Box 1750  
Postal Station "B"  
Ottawa, Ontario  
K1P 6B1

## Minister

Minister of Finance

## Members of the Board

Chairman, Harold Augustus Renouf .....	Ottawa, Ont.
Vice-Chairwoman, June Menzies .....	Ottawa, Ont.
Commissioners	
Adelard Savoie, Q.C. ....	Halifax, N.S.
Alphonse Riverin .....	Quebec, Quebec
J. Craig Davidson .....	Toronto, Ont.
William Ladyman .....	Winnipeg, Man.
Gordon Russel Anderson .....	Vancouver, B.C.

## Principal Officer

Executive Director, George V. Orser ..... Ottawa, Ont.

## Historical Background

On October 14, 1975, an interim Anti-Inflation Board was created by Order-in-Council P.C. 1975-2429. Commissioners were appointed under Part 1 of the *Inquiries Act* (RSC 1970 c. 1-13). The Anti-Inflation Board was established officially by the *Anti-Inflation Act* (SC 1974-75-76 c. 75) assented to December 15, 1975, amended by SC 1976, c. 98, assented to May 20, 1976, and further amended by SC 1977-78 c. 26 assented to April 20, 1978.

## Overall Responsibilities

The Anti-Inflation Act requires the Board to:

- monitor changes in prices, profits, compensation and dividends in relation to the guidelines;
- identify actual and proposed increases in prices, profits, compensation and dividends that the Board feels contravene the letter or spirit of the guidelines;
- identify the causes of such increases that are likely to have a significant impact on the Canadian economy, and seek through consultations and negotiations with the parties involved to modify such changes to bring them within the guidelines or reduce their inflationary impact;
- refer the matter to the Administrator in cases where the Board's persuasive efforts have failed to bring increases within the guideline limits and where the Board does not find that the circumstances justify the increase;

- promote public understanding of the inflationary process, the policies available to government to deal with inflation, and the role to be played by businesses and employee groups; and
- monitor the effectiveness and workability of the guidelines, and recommend to the Government any modifications it feels would improve their operation.

The Board does not itself enforce compliance with the guidelines. That authority is vested in the Administrator.

### **Future**

The exit from controls from both compensation and prices and profits guidelines will be phased. Most companies and professional practitioners will emerge from price and profit controls on the date of their fiscal year ending after April 14, 1978. Employee groups will emerge from compensation controls on the date their contracts expire after April 14, 1978.

The *Anti-Inflation Act* expires December 31, 1978. The Board, therefore, will have no jurisdiction over price or compensation increases initiated after that date.

## **Organization**

The Board is comprised of a Chairman, Vice-Chairwoman and five Commissioners representing Canada's regions. Regional offices are maintained as listed.

The Board is divided into five branches: Economic Research, Compensation, Communications, Prices and Profits, and Administration.

### **Economic Research**

This branch advises the Board on all economic matters including the economic implications of the Board's operations and policies. It also carries out research into economic matters to assist the Board to carry out its program.

### **Compensation**

This branch monitors changes in the compensation levels of employees of companies covered by the *Anti-Inflation Act* to ensure compliance with both the letter and spirit of the anti-inflation guidelines.

### **Communications**

This branch encourages public awareness of the activities, requirements and decisions of the Board through the organization of speaking engagements and radio, T.V. and newspaper interviews, the publication of consumer information bulletins and other publications aimed at informing and educating the general public about the problems of inflation and the maintenance of an enquiries and complaints program.

### **Prices and Profits**

This branch exercises responsibility in the following areas: price prenotification, control of profit margin and the disposition of excess revenue, dividend controls and the regulation of professional practitioners.

### **Administration**

This branch is responsible for providing administrative services.



## Regional Offices

### Atlantic Region

2000 Barrington Street  
8th Floor  
Cogswell Tower  
Scotia Square  
Halifax, N.S.

P.O. Box 1673  
Main Terminal  
Halifax, N.S.  
B3J 2Z1

1075 Main Street  
4th Floor  
Moncton, New Brunswick

P.O. Box 578  
Post Office Bldg.  
Moncton, New Brunswick  
E1C 8L9

### Quebec Region

3rd Floor, Room 380  
930 Chemin Ste-Foy  
Quebec, P.Q.  
G1S 2L4

### Toronto Region

21st Floor  
Suite 2104  
Royal Trust Tower  
Toronto, Ontario

P.O. Box 4260  
Station "A"  
Toronto, Ontario  
M5W 1V9

### Prairie Region

12th Floor  
1 Lake View Square  
155 Carlton  
Winnipeg, Manitoba

P.O. Box 9950  
Main Terminal  
Winnipeg, Manitoba  
R3C 3A4

### Vancouver

IBM Tower, Pacific Centre,  
Suite 1130,  
701 West Georgia Street,  
Vancouver, B.C.

P.O. Box 10153, IBM Tower  
701 West Georgia Street  
Vancouver, B.C.  
V7Y 1E4

# Bank of Canada

## Head Office

234 Wellington Street  
Ottawa, Ontario  
K1A 0G9

## Minister

Minister of Finance

## Board of Directors

Governor, Gerald K. Bouey .....	Ottawa, Ontario
Senior Deputy Governor, R.W. Lawson .....	Ottawa, Ontario
Other Directors	
R.W. Campbell .....	Calgary, Alberta
W. Dodge .....	Ottawa, Ontario
W.R. Jenkins .....	Charlottetown, P.E.I.
S. Kanee .....	Winnipeg, Manitoba
S.G. Lake .....	Ramea, Newfoundland
A.A. LeBouthillier .....	Caraquet, New Brunswick
J.W.E. Mingo, Q.C. ....	Halifax, Nova Scotia
J.H. Potts, Q.C. ....	Toronto, Ontario
Y. Lefebvre-Richard .....	Montréal, Québec
J.A. Stack .....	Saskatoon, Saskatchewan
J. Taschereau .....	Québec, Québec
A. Walton .....	Vancouver, British Columbia

Ex Officio

Deputy Minister of Finance

## Principal Officers

Governor .....	G.K. Bouey
Senior Deputy Governor .....	R.W. Lawson
Deputy Governors	
	G.E. Freeman
	A. Jubinville
	B.J. Drabble
	D.J.R. Humphreys

Advisers .....	J.N.R. Wilson
	J. Bussi��res
	A.J. Norton
	W.A. McKay
	D.B. Bain
	S. Vachon
Secretary .....	J.S. Roberts

## Historical Background

The Bank of Canada was incorporated in 1934 by the Bank of Canada Act (now RSC 1970 c. B-2). In accordance with the provisions of the statute, the capital stock (amounting to \$5 million) is held by the Minister of Finance on behalf of Canada.

The Bank of Canada is Canada's central bank, the agency directly responsible for the country's monetary policy. It is not a commercial bank and does not carry out ordinary banking business or accept deposits from the general public.

Interest in a central bank in this country did not develop until the late 1920's but with the onset of the depression in the early 1930's there was mounting criticism of the existing financial structure and monetary arrangements. In March 1933, the Government announced that a Royal Commission would be appointed to study the workings of the financial system. The Report of the MacMillan Commission, published later that year, recommended the establishment of a central bank; legislation was passed the following year and the Bank of Canada began operations in March 1935. The bank was founded as a privately-owned corporation but, following a change of Government in 1935, the Act was amended in two stages to provide for Government ownership. Since 1938 the entire share capital issued by the bank has been held by the Minister of Finance.

The *Bank of Canada Act* provides that the bank shall be under the management of a board of directors composed of a governor, a deputy governor, and twelve directors. The governor of the bank is its chief executive officer and is authorized to act in connection with the conduct of the bank's business in all matters not specifically reserved to the board or to its executive committee. The directors are appointed for three-year terms by the Minister of Finance with the approval of the Governor-in-Council. The directors, in turn, appoint the governor and deputy governor for seven-year terms, (but with the approval of the Governor-in-Council). The Deputy Minister of Finance sits on the board but does not have a vote. Between its meetings, an Executive Committee composed of the governor, deputy governor, two directors and the Deputy Minister of Finance (without a vote), which meets weekly, acts for the board.

Although not included in any of the schedules, the Bank satisfies the *Financial Administration Act's* definition of a Crown Corporation.

## Overall Responsibilities

In carrying out its responsibility for monetary policy the bank maintains close links with the Government. The presence of the Deputy Minister of Finance on the board provides one channel of communication between the bank and the Minister of Finance. In addition the *Bank of Canada Act* requires that the Minister of Finance and the governor consult regularly on monetary policy and on its relation to general economic policy.

The duties of the bank are to regulate credit and currency in the best interests of the economic life of the nation; to control and protect the external value of the national monetary unit; and to mitigate by its influence fluctuations in the general level of production, trade, prices and employment, so far as may be possible within the scope of monetary action; and generally to promote the economic and financial welfare of Canada.

The *Bank of Canada Act* does not specify the methods that the bank should use to further the attainment of these goals but it does confer on the bank certain powers that, together with provisions in other legislation, enable the bank to exercise a broad controlling influence over the growth of money and credit in Canada, and thereby to affect levels of spending and economic activity. This influence stems primarily from the bank's ability to determine the total amount of cash reserves available to the Canadian banking system and thus, in effect, to regulate the system's growth over time.

In addition to its responsibility for monetary policy, the Bank of Canada acts as fiscal agent for the Government and is thus directly concerned with the management of the public debt. The bank advises the Government on the method of financing to be used in raising money and on the terms of new issues and undertakes the management of the public debt for the Government. This includes making the arrangements for the sale of new securities, for the redemption or conversion of maturing issues, the payment of interest on outstanding securities, and the maintenance of records.

The Bank of Canada has other functions related to its role as fiscal agent for the Government. It acts as agent and adviser in the management of the country's foreign exchange reserves which are largely held in the *Exchange Fund Account* in the name of the Minister of Finance. In addition the bank maintains foreign currency accounts at other central banks and operates accounts for foreign central banks and international institutions.

Official intervention in the exchange market is carried out by the bank on behalf of the Minister of Finance through purchases from the market and sales into the market of U.S. dollars from the *Exchange Fund Account*. The Canadian dollars needed to pay for purchases of foreign exchange by the *Exchange Fund Account* are supplied from the Government's cash balances. Conversely, the Government's cash balances are increased by the Canadian dollar proceeds of sales of foreign exchange.

### **Agencies of the Bank of Canada**

1583 Hollis Street  
P.O. Box 127  
Halifax, N.S.  
B3J 2M5

901 Victoria Square  
P.O. Box 6018  
Montréal, Qué.  
H3C 3C2

250 University Avenue  
P.O. Box 550, Terminal "A"  
Toronto, Ont.  
M5W 1E8

161 Portage Avenue  
Winnipeg, Man.  
R3B 0Y4

900 West Hastings Street  
Vancouver, B.C.  
V6C 1E6

75 Prince William Street  
P.O. Box 6068, Station "A"  
Saint John, N.B.  
E2L 4R5

245 Sparks Street  
Ottawa, Ont.  
K1A 0G9

2220-12th Avenue  
P.O. Box 1065  
Regina, Sask.  
S4P 3B3

404 Sixth Avenue, S.W.  
P.O. Box 98, Main Post Office  
Calgary, Alta.  
T2P 2H4

Room 503  
Capitol Square  
10065 Jasper Avenue  
Edmonton, Alta.  
T5J 3B1

**Additional Information** — from the office of the assistant secretary.

**Parliamentary Committee** — none.

**Auditor** — The affairs of the bank are audited by two auditors appointed by the Minister, subject to the approval of the Governor-in-Council; they may not be members of the same firm, and may not hold office together for more than two consecutive years. The present auditors are Michael A. Mackenzie (Clarkson, Gordon, Montreal, Quebec) and Gérald Préfontaine (Normandin, Séguin et Associés, Ottawa). (For the period beginning the 1st day of February 1978 and ending on the 31st day of January 1979).

# Canada Deposit Insurance Corporation

## Head Office

71 Bank Street  
Ottawa, Ontario

## Mailing Address

P.O. Box 2340  
Postal Station "D"  
Ottawa, Ontario  
K1P 5W5

## Minister

Minister of Finance

## Board of Directors

Chairman, John F. Close (11/82) ..... Ottawa, Ont.  
Directors

Governor, Bank of Canada  
Deputy Minister of Finance  
Superintendent of Insurance  
Inspector General of Banks

## Principal Officer

Secretary-Treasurer ..... T.J. Davis

## Historical Background

The Canada Deposit Insurance Corporation was established in 1967 by the *Canada Deposit Insurance Corporation Act* (now RSC 1970 c. C-3).

The Corporation, a Crown corporation, is designated a proprietary corporation (Schedule D) within the meaning and purpose of the *Financial Administration Act* (OIC P.C. 1967-1552, 9 Aug 1968; SOR/67-401). The Corporation is an agent of Her Majesty.

## Overall Responsibilities

The corporation is empowered to insure Canadian currency deposits, up to \$20,000 per person, in banks, federally incorporated trust and loan companies that accept deposits from the public, and any similar provincially incorporated institutions that are authorized by their provincial government to apply for such deposit insurance. It is also empowered to act as a lender of last resort for member institutions, and under the provision of the *Investment Companies Act*, the Corporation is empowered to make short term loans, as a lender of last resort, to Canadian controlled Sales Finance Companies. Also, under the provisions of the *Cooperative Credit Associations Act*, the Corporation is empowered to make short term loans, for liquidity purposes, to cooperative credit societies and to provincially created corporations that provide, or administer, stabilization or liquidity funds for the benefit of Credit Unions and their members.

**Regional Offices** — There are no regional offices or branch offices.

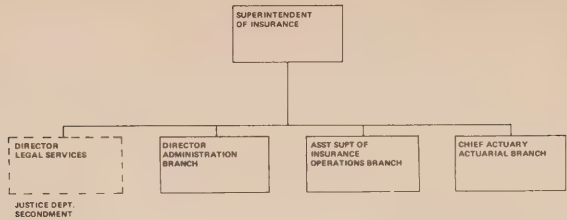
**Additional Information** — Secretary-Treasurer at head office.

**Parliamentary Committee** — Standing Committee on Finance, Trade and Economic Affairs.

**Auditor** — Auditor General of Canada.







# Department of Insurance

## Head Office

L'Esplanade Laurier, East Tower  
140 O'Connor Street  
Ottawa, Ont.  
K1A 0H2

## Minister

Minister of Finance

## Principal Officers

Superintendent of Insurance .....	Richard Humphrys
Assistant Superintendent of Insurance .....	Robert M. Hammond

## Historical Background

The Office of the Superintendent of Insurance was first established in 1875 and, prior to 1910, the staff under the Superintendent of Insurance was attached to the Department of Finance.

The Department of Insurance formally was created in 1924 as a separate department by an amendment to the *Insurance Act*, although it had been designated as such by *The Insurance Act* of 1910. When the Act was repealed in 1932, the department was reconstituted by the *Department of Insurance Act* (now RSC 1970 c. I-17).

## Overall Responsibilities

It is the aim of the Department of Insurance to protect the public against financial loss from the operations of federally registered or licensed financial institutions and registered pension plans, and to provide actuarial services for the government and other government departments by:

- (a) ensuring the financial solvency and the propriety of management policies and operations of federally registered or licensed insurance, investment, trust, loan, and small loans companies, fraternal benefit societies and cooperative credit societies; and provincial insurance, loan and trust companies that are supervised under agreement or arrangements with their home provinces or the Canada Deposit Insurance Corporation;
- (b) providing the government with detailed information with respect to the operations and financial positions of the institutions enumerated above;
- (c) ensuring the financial solvency of, and the propriety of management policies with respect to, pension plans subject to the *Pension Benefits Standards Act*;
- (d) providing actuarial services and advice to the government and to government departments with respect to programs under development or administration; and
- (e) administering the Civil Service Insurance program and the collection of premium taxes pursuant to Part I of the *Excise Tax Act*.

## Organization

The department is divided into three branches: Operations, Actuarial, and Administration.

## Operations Branch

This branch registers and supervises insurance companies, trust companies, mortgage loan companies, investment companies, small loans companies, and cooperative credit societies that are subject to acts administered by the department.

## Actuarial Branch

This provides actuarial services for other departments, examines actuarial valuations of policy liabilities of registered life insurance companies, and supervises employee pension plans.

## Administration Branch

This branch provides office, personnel, financial, and library services for the department. The branch also collects premium taxes under Part 1 of the *Excise Tax Act*, and administers the *Civil Service Insurance Act*.

### Regional Offices

#### Halifax

Federal Building  
Halifax, N.S.  
B3J 2Y3

#### Montréal

276 St. James Street, W.  
Montréal, Qué.  
H2Y 1N3

#### Toronto

155 University Avenue  
Toronto Ont.  
M5H 3B7

#### Winnipeg

Commercial Building  
169 Pioneer Avenue  
Winnipeg, Man.  
R3C 0H2

#### Vancouver

1140 Toronto Dominion Tower  
Pacific Centre  
700 West Georgia Street  
Vancouver, B.C.  
V7Y 1B6

### Statutes

The Superintendent of Insurance is required to act under the instructions of the Minister, and to examine and report from time to time on all matters connected with the administration of each of the following statutes, and of the orders or regulations passed or made thereunder:

*Canadian and British Insurance Companies Act* (RSC 1970 c. I-15).

*Civil Service Insurance Act* (RSC 1952 c. 49)

*Cooperative Credit Associations Act* (RSC 1970 c. C-29)

*Excise Tax Act* (RSC 1970 c. E-13, Part I)

*Foreign Insurance Companies Act* (RSC 1970 c. I-16)

*Investment Companies Act* (SC 1970-71-72 c. 33)

*Loan Companies Act* (RSC 1970 c. L-12)

*Pension Benefits Standards Act* (RSC 1970 c. P-8)

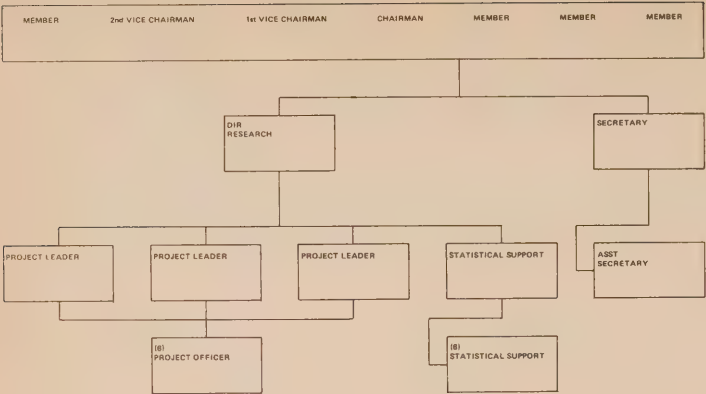
*Small Loans Act* (RSC 1970 c. S-11)

*Trust Companies Act* (RSC 1970 c. T-16)

**Additional Information** — may be obtained from head office or from any of the regional offices as that staff comprises examiners who inspect financial conditions and affairs of financial institutions under the supervision of the department.

**Parliamentary Committee** — Standing Committee on Finance, Trade and Economic Affairs.

**Auditor** — Auditor General of Canada.



# Tariff Board

## Head Office

365 Laurier Avenue West  
Ottawa, Ontario  
K1A 0G7

## Minister Designated

Minister of Finance

## Members of the Board

Chairman .....	P.A. McDougall
First Vice-Chairman .....	W. J. Landreth
Second Vice-Chairman .....	Jean Lupien
Members .....	G. Deachman
	A.C. Kilbank
	K.C. Martin
	Jean P. Bertrand

## Principal Officers

Secretary .....	J.E. Lafrance
Director of Research .....	W. L. Posthumus

## Historical Background

The Tariff Board, constituted by the *Tariff Board Act* derives duties and powers from *Anti-dumping Act*, *Customs Act*, *Excise Tax Act*, *Tariff Board Act*.

The Board is designated as a department; the minister of Finance as Appropriate Minister within the meaning and purpose of the *Financial Administration Act* (OIC P.C. 1969-696, 15 Apr 1969).

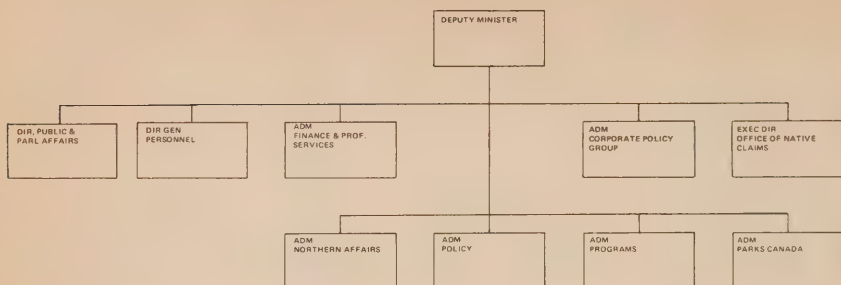
## Overall Responsibilities

Under the *Tariff Board Act*, the Board makes inquiry into and reports upon any matter in relation to goods that, if brought into Canada are subject to, or exempt from customs duties or excise taxes, and on which the Minister of Finance desires information. The investigation into any such matter may include inquiry as to the effect that an increase or decrease of the existing rate of duty upon a given commodity might have upon industry or trade and the extent to which the consumer is protected from exploitation. It is also the duty of the Board to inquire into any other matter in relation to the trade and commerce of Canada that the Governor-in-Council sees fit to refer to the board for inquiry and report. Usually, the references take one of two forms: authority for review of sections of the Customs Tariff relating to an entire industry, or for investigation in respect of specified commodities. Reports of the Board are tabled in Parliament by the Minister of Finance.

Under the provisions of the *Customs Act*, the *Excise Tax Act*, and the *Anti-dumping Act*, the Board acts as a court to hear appeals from rulings of the Department of National Revenue (Customs and Excise), in respect of certain matters including excise taxes, tariff classification, value for duty, drawback of customs duties, and determination of dumping. Declarations of the Board on appeals on questions of fact are final and conclusive, but the Acts contain provisions for appeal, on questions of law, to the Federal Court of Canada, and to the Supreme Court of Canada.

Tariff references and appeals receive hearing at public sittings of the Board.

# Department of Indian Affairs and Northern Development





# Department of Indian Affairs and Northern Development

## Head Office

Les Terrasses de la Chaudière  
Hull, Québec

## Mailing Address

Ottawa, Ontario  
K1A 0H4

## Minister

Minister of Indian Affairs and Northern Development

## Principal Officers

Deputy Minister .....	Arthur Kroeger
Assistant Deputy Ministers	
Parks Canada .....	A.T. Davidson
Indian and Inuit Affairs (Development) .....	P. Cam Mackie
Indian and Inuit Affairs (Programs) .....	R.D. Brown
Northern Affairs .....	Ewan Cotterill
Finance and Professional Services .....	J. Ron Fournier
Corporate Policy .....	G. Murray
Executive Director, Office of Native Claims .....	N. Faulkner

## Historical Background

The Department of Indian Affairs and Northern Development was established under section 15 of the *Government Organization Act, 1966*, now *Department of Indian Affairs and Northern Development Act* (RSC 1970 c. I-7, as amended). The department assumed the powers, duties and functions of the then Department of Northern Affairs and National Resources.

Pursuant to the *Public Service Rearrangement and Transfer of Duties Act* the following powers, duties and functions were transferred from the then Department of Citizenship and Immigration to the Department of Northern Affairs and National Resources:

- (a) the control or supervision of that part of the public service known as the Indian Affairs Branch;
- (b) the *Indian Act*, and
- (c) all matters relating to Indian Affairs.

The Minister of Northern Affairs and National Resources was also designated, pursuant to the *Financial Administration Act*, the Appropriate Minister for the Northern Transportation Company Limited.

## Overall Responsibilities

The duties, powers and functions of the Minister of Indian Affairs and Northern Development extend to and include all matters over which the Parliament of Canada has jurisdiction, not by law assigned to any other department, branch or agency of the Government of Canada, relating to:

- (a) Indian Affairs;
- (b) the Northwest Territories and the Yukon Territories and their resources and affairs;
- (c) Inuit Affairs;

- (d) national parks;
- (e) national battlefields, historic sites and monuments; and
- (f) migratory birds and other wildlife (a section was later transferred to the Department of the Environment).

## Organization and Programs

The department is organized into three operational programs: Indian and Inuit Affairs; Northern Affairs; and Parks Canada. The Administration Program (departmental and branch support services), the Corporate Policy Group, and the Office of Native Claims are the remaining components.

### Indian and Inuit Affairs Program

This program assists Indians, who come within the provisions of the *Indian Act* in the provinces, and Eskimos in Arctic Québec, in the development of their full social, economic, and cultural resources. Although special statutory obligations for Indians and Eskimos in the Northwest and Yukon Territories are the responsibility of the Minister, some of these obligations are met through the instruments of the Governments of the Northwest and Yukon Territories.

#### Educational Branch

This branch ensures that Indian children have access to elementary and secondary schooling throughout the ordinary school years, administers kindergartens, and supports Indian students in extensive vocational training and academic education beyond high school. It operates student residences, administers a boarding home program, provides counselling and placement service and directs a relocation assistance program.

#### Community Affairs Branch

This branch assists Indian people to develop their communities by assisting local government institutions, by instituting programs in order to provide better housing, water supply, sewage facilities, and roads within the communities, and by providing broad support services for development of autonomous communities.

#### Economic Development Branch

This branch assists Indian people to develop managerial skills and helps to create economic opportunities for Indian people and communities. It manages programs to assist Indians to identify opportunities, to evaluate resources available to them, and to develop the community and individual potential. The branch discharges the department's responsibilities for Indian land and other trust responsibilities imposed by the *Indian Act*. Economic development programs assist Indians to take over the management of their economic affairs, and to utilize their full potential.

#### Policy/Planning and Research Branch

This branch conducts the department's research programs and special policy studies. The branch also provides funds and resources to Indian organizations to conduct research necessary to present their land and Treaty claims to the government and for the review of the *Indian Act*.

## Operations Branch

This branch has been assigned responsibility for activities related to more than one branch; especially those involving the transfer of major activities to Bands.

## Regional Directorates

These directorates operate in eight designated regions. Each region is administered by a regional director who is supported by a staff of program administrators to carry out programs in the field. Regions are divided into districts and agencies according to administrative needs. The regional director co-ordinates activities in his area, sets regional priorities and objectives, and establishes liaison with the Indian people in his area.

### Maritimes

P.O. Drawer 160  
Amherst, N.S.

### Québec

1141 route de l'Église  
P.O. Box 8300  
Sainte-Foy, Québec  
G1V 4C7

### Ontario

Sir Arthur Meighen Bldg.  
55 St. Clair Ave. E.  
Toronto, Ont.  
M4T 2P8

### Saskatchewan

1874 Scarth St.  
Regina, Sask.  
S4P 2G7

### Manitoba

Midtown Bldg.  
267 Edmonton St.  
Winnipeg, Man.  
R3C 1S3

### Alberta

C.N. Tower  
10004-104th Avenue  
Edmonton, Alta.  
T5J 0K1

### British Columbia

P.O. Box 10061  
Pacific Centre Ltd.  
700 West Georgia St.  
Vancouver, B.C.

### Yukon

Federal Building  
Whitehorse, Y.T.  
Y1A 2B5

The regional representative in the Northwest Territories serves primarily as a liaison between the territorial government, the Indian and Inuit Affairs Program, and the Indian people in the Northwest Territories. He also administers certain programs supporting Indian band activities. The representative is located at:

P.O. Box 2760  
5124-52nd Avenue  
Yellowknife, NWT  
X0E 1H0

## Northern Affairs Program

The aim of the program is to advance the social, economic, and political development of the Yukon and Northwest Territories. The program is responsible for the protection of the environment, and the management of all natural resources north of 60. It also is responsible for all departmentally sponsored regional programs in the Territories. The program supports the two territorial governments in providing social and other local services. Program operation is structured into four branches.

## Northern Policy and Program Planning Branch

This branch prepares advice on northern policy, and develops plans within the program. It provides staff support to the interdepartmental Advisory Committee on Northern Development. The branch analyzes performance in relation to the program's northern objectives, and develops techniques for joint planning, co-ordination and evaluation of northern programs. The branch also manages the northern roads policy and programs and different natural resources incentive policies and programs.

## Northern Natural Resources and Environment Branch

This branch is responsible for the administration and development of northern natural resources; the protection of the northern environment; and the formulation of natural resources and environmental policy. The branch also handles the administration of Acts, regulations, policies and programs in the field.

## Territorial and Social Development Branch

This branch prepares advice on territorial constitutional development policy. It arranges and monitors federal financial assistance to the territories. The branch also provides the Minister with support for his directives and advice to the commissioners of the two territories, and the branch develops, in conjunction with the territorial governments, economic and employment opportunities for northern natives. It also is responsible for the development of Inuit art and culture, northern-oriented social research, and special programs for northern natives.

## Northern Finance and Administration Branch

The branch plans, develops, and recommends to program senior managers, policies for the effective control and management of the branches financial and administrative resources. The branch also advises all program managers on financial management and reporting systems, program forecast and estimates, manpower utilization, and general administrative services.

## Parks Canada

This program is divided into three activity branches — National Parks, National Historic Parks and Sites, and Agreements for Recreation and Conservation (ARC).

### National Parks

The National Parks of Canada are areas preserved for and dedicated to the people of Canada for their continuing benefit, education, and enjoyment; they are administered under the *National Parks Act*.

Program functions with respect to parks include:

- (a) the formulation, review, and updating of policy within the intent and framework of the Act;
- (b) research and planning to identify the most suitable features of Canadian topography, flora and fauna; and
- (c) the initiation and implementation of programs to provide services designed to enhance public enjoyment of the parks.

## National Historic Parks and Sites

This program is administered under the *Historic Sites and Monuments Act*, the *National Parks Act*. The branch develops, interprets, operates, and maintains historic parks and sites.

## Agreements for Recreation and Conservation (ARC)

This branch administers the Agreements for Recreation and Conservation (originally introduced as the Byways and Special Places Program). Conservation of the natural and cultural history is achieved by a series of linear parks following land or water routes of significance scenically or historically and developed jointly by federal-provincial agreements.

## Field Operations

Parks Canada administers the following National Parks: Auyuittung Island, Banff, Cape Breton Highlands, Elk Island, Forillon, Fundy, Georgian Bay Islands, Glacier, Gros-Morne, Jasper, Kejimikujik, Kluane, Kootenay, Kouchibouguac, La Mauricie, Mount Revelstoke, Nahanni, Pacific Rim, Point Pelee, Prince Albert, Prince Edward Island, Pukaskwa, Riding Mountain, St. Lawrence Islands, Terra Nova, Waterton Lakes, Wood Buffalo, Yoho.

There are more than 80 national historic parks and major sites which are in operation, 48 of which are at varying degrees of development. Added to this are more than 650 plaques, monuments, and cairns which mark historic events, persons, or places.

There are eight historically significant canal systems: the Rideau, Trent-Severn, and Murray in Ontario; the Carillon, and Ste. Anne Canals on the Ottawa River; the St. Ours, and Chambly on the Richelieu in Québec; and the St. Peters in Nova Scotia.

## Parks Canada Regional Offices

### Atlantic Region

The Royal Bank Building  
5161 George Street  
Halifax, N.S.  
B3J 1M7

### Québec Region

1141 route de l'Église  
P.O. Box 9578  
Sainte-Foy, Québec  
G1V 4C2

### Ontario Region

132 Second Street, East  
P.O. Box 1359  
Cornwall, Ont.  
K6H 5V4

### Prairie Region

114 Garry Street  
Winnipeg, Man.  
R3C 1G1

### Western Region

134-11 Avenue, Southeast  
Calgary, Alta.  
T2J 0X5



## Administration Program

This program contains elements which provide policy direction and central advisory and administrative services to the three main programs: Parks Canada; Indian and Inuit Affairs; Northern Affairs. The program budget provides for the offices of the Minister, the deputy minister, the assistant deputy ministers and the corporate policy group. The program comprises the following components: Legal Adviser; Departmental Financial Services; Program Analysis and Program Management Branch; Engineering, Architectural and Technical Services Branch; Administrative Services; Departmental Secretariat; Parliamentary Relations, Interdepartmental Liaison; Office of the Personnel Adviser; Office of the Public Information Adviser; Official Languages Branch.

## Corporate Policy Group

Late in 1972 the Corporate Policy Group was formed to advise and assist the deputy minister on broad policy questions affecting the department as a whole and, in particular, those involving coordination among programs.

It has a corresponding role for facilitating interdepartmental consultations on policy matters and to that end the Assistant Deputy Minister, Corporate Policy, is to serve as Chairman of the General Committee of the Advisory Committee on Northern Development.

Advice and other assistance is provided to the deputy minister direct, as required, and through the maintenance of functional relationships with policy planning, coordination and research units within the department, and in other departments and agencies.

## Office of Native Claims

The Office of Native Claims is responsible for representing the Minister and the department in both comprehensive and specific claims negotiations with native groups. It conducts the basic research and policy analysis required for policy development and the conduct of negotiations ranging across social, legal, economic and political factors. It formulates policy positions and recommendations requiring close liaison and consultation within the federal government, with provincial and territorial governments, native associations, special consultants and experts. Other major responsibilities include devising a negotiation strategy and the correlation of advice and recommendations from several key departments of the federal government including Justice and Finance and of provincial and territorial governments concerned.

## Regional Offices

The department has no regional offices. However, branches do have regional offices and they are listed throughout the text.

**Additional Information** — of a non-policy nature may be obtained from the appropriate regional directors. Policy questions are to be addressed to the ADM responsible for the relevant program.

**Parliamentary Committee** — Standing Committee on Indian Affairs and Northern Development.

**Auditor** — Auditor General of Canada.

## Statutes

The Minister is responsible for the:

*Alberta Natural Resources Act* (SC 1930 c.3)  
*Arctic Waters Pollution Prevention Act* (RSC [1st Supp] c. 2)  
*British Columbia Indian Reserves Mineral Resources Act* (SC 1943-44 c. 19)  
*Caughnawaga Indian Reserve Act* (SC 1934 c. 29)  
*Department of Indian Affairs and Northern Development Act* (RSC 1970 c. 1-7) as amended  
*Historical Sites and Monuments Act* (RSC 1970 c. H-6)  
*Indian Act* (RSC 1970 c. I-6) as amended  
*Indian Lands (Settlement of Differences) Act* (SC 1920 c. 51; SC 1924 c. 48)  
*Indian Oil and Gas Act* (SC 1974-75 c. 15)  
*Indian (Soldier Settlement) Act* (RSC 1927 c. 98)  
*James Bay and Northern Quebec Native Claims Settlement Act* (RSC 1976-77, c. 32)  
*Lac Seul Conservation Act* (SC 1928 c. 32)  
*Lake of the Woods Control Board Act* (SC 1921 c. 10)  
*Land Titles Act* (RSC 1970 c. L-4)  
*Land Surveys, Canada Act* (RSC 1970 c. L-5, Part III)  
*Manitoba Natural Resources Act* (SC 1930 c. 29)  
*Manitoba Supplementary Provisions Act* (RSC 1927 c. 124)  
*National Battlefields at Québec, An Act respecting* (SC 1908 c. 57) as amended  
*National Parks Act* (RSC 1970 c. N-13)  
*National Wildlife Week Act* (RSC 1970 c. N-18)  
*Natural Resources Transfer (School of Lands) Amendment Act* (SC 1960-61 c. 62)  
*New Brunswick Indian Reserves Agreement Act* (SC 1959 c. 47)  
*Newfoundland National Park Act* (SC 1955 c. 37, s. 3)  
*Northern Canada Power Commission Act* (RSC 1970 c. N-21) as amended  
*Northern Inland Waters Act* (RSC 1970 [1st Supp.] c. 28) as amended  
*Northwest Territories Act* (RSC 1970 c. N-22) as amended  
*Nova Scotia Indian Reserves Agreement Act* (SC 1959 c. 50)  
*Oil and Gas Production and Conservation Act* (RSC 1970 c. 0-4) as amended  
*Public Lands Grants Act* (RSC 1970 c. P-29)  
*Railway Belt Act* (RSC 1927 c. 116)  
*Railway Belt and Peace River Block Act* (SC 1930 c. 37)  
*Railway Belt Water Act* (RSC 1927 c. 211)  
*Refunds (Natural Resources) Act* (SC 1932 c. 35)  
*St. Peters Indian Reserve Act* (SC 1916 c. 24)  
*St. Regis Indian Reservation Act* (SC 1926-27 c. 37)  
*Saskatchewan and Alberta Roads Act* (RSC 1927 c. 180)  
*Saskatchewan Natural Resources Act* (SC 1930 c. 41)  
*Seed Grain Act* (RSC 1927 c. 87)  
*Seed Grain Fodder and Other Relief Act* (SC 1915 c. 20)  
*Seed Grain Sureties Act* (RSC 1927 c. 88)  
*Songhees Indian Reserve Act* (SC 1911 c. 24)  
*Territorial Lands Act* (RSC 1970 c. T-6) as amended  
*Territorial Supreme Courts Act* (SC 1927 c. 17)  
*Waterton Glacier International Peace Park Act* (SC 1932 c. 55)  
*Yukon Act* (RSC 1970 c. Y-2) as amended  
*Yukon Placer Mining Act* (RSC 1970 c. Y-3) as amended  
*Yukon Quartz Mining Act* (RSC 1970 c. Y-4) as amended



# Government of the Northwest Territories

## Head Office

Yellowknife, N.W.T.  
X1A 2L9

## Minister

Minister of Indian Affairs and Northern Development

## Executive Committee Members

Stuart M. Hodgson, Commissioner, responsible for Department of Information and Clerk of the Council

John Parker, Deputy Commissioner, responsible for Department of Education, Department of Public Works, N.W.T. Housing Corporation, and the Ottawa and Edmonton Liaison Offices

Gary Mullins, Assistant Commissioner, responsible for Department of Planning and Program Evaluation, Department of Finance, Department of Public Services, Department of Personnel

Arnold McCallum, Minister of Local Government and Health and Social Services

Peter Ernerk, Minister of Economic Development and Tourism

Thomas Butters, Minister of Natural and Cultural Affairs

Half of the members of the executive hold appointed positions; the other are elected members appointed to the executive committee by Territorial Council.

## Elected Council Members

The Honourable David Searle, Q.C., Speaker	Yellowknife South
The Honourable Arnold McCallum	Slave River
The Honourable Peter Ernerk, Government House Leader	Keewatin
The Honourable Thomas Butters	Inuvik
Donald M. Stewart	Hay River
Dave Nickerson	Yellowknife North
Ludy Pudluk	High Arctic
Mark Evaluarjuk	Foxe Basin
A. William Lafferty	Mackenzie Liard
William Lyall	Central Arctic
Peter Fraser	Mackenzie Great Bear
Bryan Pearson	South Baffin
Ipeelee Kilabuk	Central Baffin
John Steen	Western Arctic
Richard Whitford	Great Slave Lake

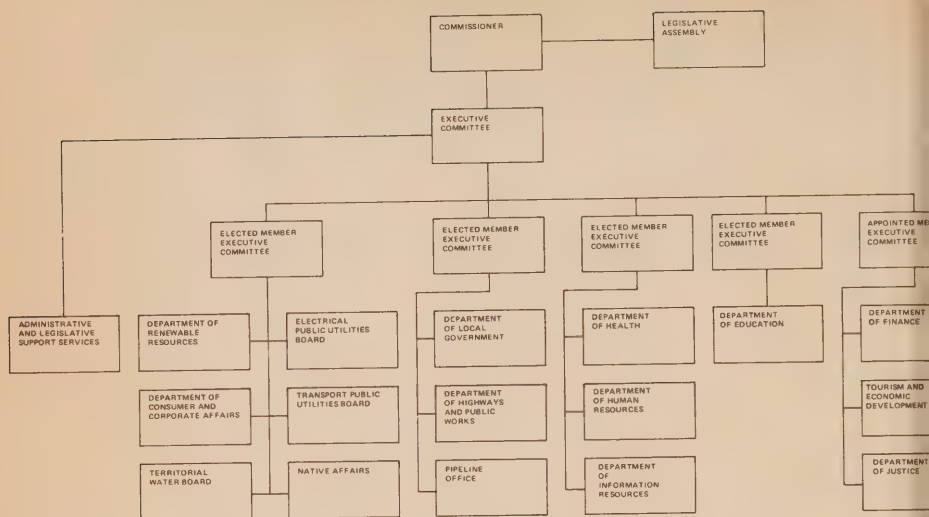
## Historical Background

The Council of the Northwest Territories was established by the *Northwest Territories Act* (now RSC 1970 c. N-22)

**Overall Responsibilities**

The Commissioner-in-Council has legislative powers over such matters as direct taxation within the Territories, the maintenance of municipal institutions, the granting of licenses, the solemnization of marriages, property civil rights, administration of justice, education, public health, welfare and other matters of a local nature.

The Council of the Northwest Territories consists of 15 elected members. The Commissioner of the Northwest Territories is appointed by and reports to the federal minister of Indian Affairs and Northern Development. He is the Chief Executive Officer and has a full territorial public service with headquarters at Yellowknife.



# Government of the Yukon Territory

## Head Office

P.O. Box 2703  
 Whitehorse, Yukon  
 Y1A 2C6  
 Telephone (403) 667-7811  
 Telex 0368260

## Minister

Minister of Indian Affairs and Northern Development

## Principal Officers

### Executive Committee

Commissioner ..... Lone Christensen  
 Deputy Commissioner ..... Doug Bell

### Members (chosen from the Territorial Legislative Assembly)

Dan Lang  
 Chris Pearson  
 Grafton Njootli  
 Howard Tracey

## Territorial Legislative Assembly

(after Fall election 1978)

Dan Lang .....	Porter Creek East
Douglas Graham .....	Porter Creek West
Tony Penikett .....	Whitehorse West
Geoffrey Lattin .....	Whitehorse North Centre
Jack Hibberd .....	Whitehorse South Centre
Chris Pearson .....	Whitehorse Riverdale North
Iain MacKay .....	Whitehorse Riverdale South
Grafton Njootli .....	Old Crow
Meg Sutherland McCall .....	Klondike
Alice P. McGuire .....	Kluane
Howard Tracey .....	Tatchun
Al Falle .....	Hootalinqua
Maurice J. Byblow .....	Faro
Bob Fleming .....	Campbell
Don Taylor (Speaker) .....	Watson Lake
Peter J. "Swede" Hanson .....	Mayo

## Historical Background

The Yukon Territory, established in 1898 by the *Yukon Act* (now RSC 1970 c. Y-2, as amended) provides for a government consisting of a commissioner, and a council appointed by the Governor-in-Council.

Provision for the first elected members of council was made in 1899 and by 1908 the territory had a fully elected council with a monopoly over the legislative function. Since 1908, the commissioner is no longer a member of the council. The commissioner has full executive powers. Since 1970, an executive committee has advised the commissioner on the daily administration of the territory. Today the executive committee consists of two appointed members, and four M.L.A.'s designated by the Assembly. The commissioner is chairman. (The executive committee performs the same functions as the federal cabinet.)

The Commissioner-in-Council has legislative powers analogous to those of provincial jurisdictions with natural resources (excluding game), and management and sale of Crown lands being the exceptions. The council may not initiate legislation involving the expenditure of public monies.

### **Overall Responsibilities**

Subject to the instructions of the Governor-in-Council or the Minister, the commissioner is responsible for the administration of the Yukon Territory. In practice, daily administration of the territory is carried out upon the advice and with assistance of the executive committee. The commissioner may not spend any territorial funds unless approved by council.

Subject to the provisions of the *Yukon Act* and other federal statutes, the Commissioner-in-Council may assume responsibility for: direct taxation within the territory, the territorial public service, municipal institutions, elections, licensing, incorporation of companies, solemnization of marriages, property and civil rights, administration of justice, prisons, game management, education, liquor, health, agriculture, local public works and maintenance, and other matters of a local nature. For practical reasons, some services, such as health, are administered by federal departments.

## **Organization and Programs**

The territorial public service is organized into 24 services. All head offices are located in Whitehorse.

### **Administrative and Legislative Support Services**

The Clerk of Assembly provides administrative support services to the executive committee, the territorial legislative assembly, and the commissioner. The Clerk of Assembly is responsible for the traditional services to the legislature. The Clerk also acts as secretary to the executive committee and provides research and secretarial services to its subcommittees. In addition, the functions of the Registrar of Regulations are performed by this office.

The Public Service Commission is responsible for recruiting and selecting civil servants; administering and interpreting the collective bargaining agreement; contract negotiations; job evaluation and pay administration; staff control and organizational analysis; employee appraisal; employee training; administration of the fringe benefits program; and the employee safety and security program.

The Economic Research and Planning Unit provides statistical analyses to the executive committee and all departments and, policy analysis primarily for the executive committee.

Intergovernmental Affairs performs a liaison function between the territorial government and other governments inside and outside Canada.

The Land Claims Administrator performs research functions to assist the executive committee in matters related to the Indian Land Claims negotiation.

## Department of Highways and Public Works

The department maintains all roads, the airports and basic upkeep of territorial airstrips and float plane docks at Mayo and Dawson, and all territorial buildings and equipment. The department supervises all territorial construction projects. The department offers professional engineering services to all Yukon government departments.

## Department of Finance

The department supervises, controls, and directs all matters related to the financial affairs of the territory. This includes the collection of taxes and other revenue, and the management of the *Yukon Consolidated Revenue Fund*. Data centre services, administration of the Small Business Loans Program and central purchasing, stores, and inventory control are other responsibilities.

## Department of Local Government

The department consists of four branches.

The Local Government Branch provides municipal services and guidance to all communities. The branch develops fiscal policies, an annual budget, and assists in the community plans which enable communities to develop an acceptable level of municipal services.

The Lands Branch is responsible for community planning and land disposal. The branch also supervises the sale, lease, and other disposition of lands which are under the control of the territorial government.

The Assessment Branch carries out property assessment for the entire territory including municipal assessments.

The Protective Services Branch carries out fire prevention programs throughout the territory, co-ordinates the Emergency Measures Organization, operates ambulance services in Yukon communities, and provides boiler inspection and other inspection services to ensure conformity with territorial and federal building and safety standards.

## Department of Health and Human Resources

The department consists of four branches.

The Territorial Health Services Branch administers the *Yukon Health Care Insurance Plan* and *Yukon Hospital Insurance Services*, and "vital statistics."

The Alcohol and Drug Services develops prevention programs to combat the problems of alcohol and other drugs, provides training to professional and lay groups and is responsible for ensuring that treatment resources are available.

The Human Resources Branch provides a variety of public welfare services including social assistance, geriatric services, and family and child welfare services.

Rehabilitation services are provided to physically and mentally handicapped adults using facilities within the territory when possible and purchasing services from the provinces when necessary.



## Department of Education and Manpower

This department provides kindergarten, elementary and secondary education for Yukon students. (The educational system follows the British Columbia curriculum.) Special education for handicapped children and adult education are provided. Vocational training includes courses in trade and non-trade skills.

The Recreation Branch provides financial assistance for recreational and amateur sport programs that are Yukon-wide but outside the jurisdiction of municipalities.

## Department of Consumer and Corporate Affairs

The department provides a registration service on companies, securities, societies, business licences, co-operative associations, credit unions, document registrations, motion pictures and insurance. It also provides inspection services for labor standards. The department administers the Workmen's Compensation program and is responsible for motor vehicles and lotteries. It is also responsible for such things as landlord and tenant legislation, consumer protection, fair practices, real estate agents licensing, professional registrations.

## Department of Tourism

The tourism department promotes tourism and encourages the development of tourist and recreational attractions and facilities.

## Department of Renewable Resources

The Game branch comes under this department and administers and enforces federal and territorial legislation governing the harvesting of wildlife and sports fishing. The branch conducts programs of wildlife resource management. There is also a branch responsible for the development of territorial parks.

## Department of Information Resources

The Library Services branch furnishes public library services to all Yukon communities and schools. Through the Media Services division, audio-visual equipment and materials are made available to schools, organizations and individuals throughout the territory. The Yukon Archives obtains and maintains primary and secondary sources of information relevant to the history of the Yukon and the north generally. The Information Services branch makes public information on government programs and services.

## Department of Liquor Control

The department controls all alcoholic beverages in areas such as purchasing, importing, transporting, warehousing, advertising, and selling within the jurisdiction of the *Yukon Liquor Ordinance and Regulations* and other related federal legislation.



## Department of Justice

The department administers the territorial court system which includes the Yukon Court of Appeal, the Supreme Court, Magistrate's Court and courts presided over by justices of the peace. (The Yukon Court of Appeal normally sits in Vancouver. Justices of the peace sit in every Yukon community.) The department is responsible for the Legal Aid Program, and provides legal advice and services to the commissioner, the Assembly, and all territorial departments. It also drafts or supervises preparation of all legal documents, ordinances, and regulations.

The Corrections Branch provides adult and juvenile probation services; operates a juvenile training home and a medium security institution for adult male and female offenders sentenced to terms of less than two years.

The department is composed of three other branches: Public Administration, Land Titles, and the Coroners Branch.

## Yukon Housing Corporation

The corporation provides for the construction and acquisition of subsidized rental housing for low-income families and persons. The corporation offers a rental-purchase program on a rent-to-income basis for families of limited means. It also is responsible for the construction or acquisition and management of territorial staff housing.

**Additional Information** — Inquiries regarding territorial policies and programs should be sent to the director of the department concerned.

# National Battlefields Commission

## Head Office

Battlefields Park  
390 Avenue de Bernières  
Québec, Québec  
G1R 2L7

## Minister

Minister of Indian Affairs and Northern Development

## Commissioners (appointed by the federal government)

Chairman, Fernand Tremblay

Québec, (Québec)

### Part time members

Raymond Thivierge

Québec, (Québec)

Jacqueline Lambert Jacob

Québec, (Québec)

Marc Bergeron

Québec, (Québec)

Jean-Paul Grenier

Québec, (Québec)

Marguerite Massé Tardif

Québec, (Québec)

(one vacancy)

## Commissioners (appointed by the provinces)

Québec

Roméo Roy

Ontario

(vacant)

## Principal Officer

Secretary

Leon Taschereau

## Historical Background

The National Battlefields Commission was established in 1908 by *An Act respecting National Battlefields at Quebec*.

The Commission, a Crown corporation, is designated as an agency corporation (Schedule C) within the meaning and purpose of the *Financial Administration Act*. The Commission is an agent of Her Majesty.

## Overall Responsibilities

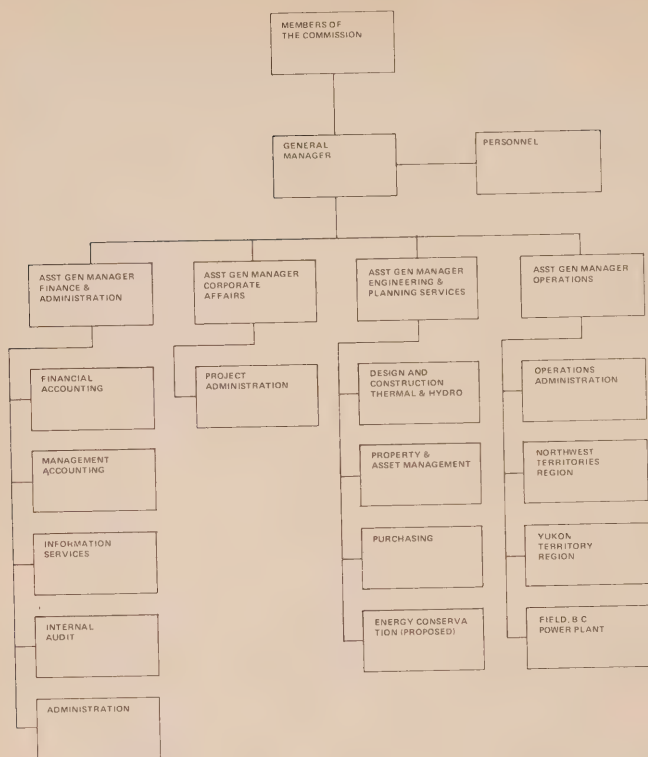
The Commission is responsible for the acquisition, restoration, and maintenance of the historic battlefields at Quebec in order to form a National Battlefields Park.

## Program

The work of the Commission is financed through the Minister of Indian Affairs and Northern Development.



# Northern Canada Power Commission



# Northern Canada Power Commission

## Head Office

7909 51st Avenue  
Edmonton, Alberta

## Mailing Address

P.O. Box 5700  
Edmonton, Alberta  
T6C 4J8

## Minister

Minister of Indian Affairs and Northern Development

## Members of the Commission

Chairman, James Smith

Whitehorse, Y.T.

Other Members

A. Digby Hunt (ADM Dept. of Indian Affairs and  
Northern Development)

Ottawa, Ont.

Joseph H. Parkinson

Ottawa, Ont.

Donald M. Stewart

Hay River, N.W.T.

Peter Jenkins

Dawson City, Y.T.

## Principal Officer

General Manager

Philip G. Williams

## Historical Background

In 1948, the *Northwest Territories Power Commission Act* established a commission to operate in the Northwest Territories. In 1956 the *Northern Canada Power Commission Act* (R.S.C. 1970 c. N-21) established a new commission and extended its base of operations to include both territories.

The board, appointed by the Governor-in-Council, consists of a chairman and four additional members, one of whom is appointed on the recommendation of the Commissioner-in-Council of the Yukon Territory and one on the recommendation of the Commissioner-in-Council of the Northwest Territories.

The commission, a Crown corporation, is designated as an agency corporation (Schedule C) within the meaning and purpose of the *Financial Administration Act* (OIC P.C. 1955-897 15 Jun 1955; SOR/55-224). The commission is an agent of Her Majesty.

## Overall Responsibilities

Under the Act the commission plans, constructs, and operates utility plants and distribution systems in the Northwest and Yukon Territories, and subject to approval of the Governor-in-Council, elsewhere in Canada.

A 1975 amendment to the Act enables the commission to charge rates for utilities on a zone basis. (Such rates to provide revenue sufficient to cover interest on investment, repayment of principal, operating and maintenance expenses, and a contingency reserve.

## Organization and Programs

The commission operates 61 utility plants, all of which are owned by N.C.P.C. In the Territories, certain of the following operations are conducted on behalf of the Governments of the N.W.T. and Y.T.:

- (a) Heating plant and water system at Fort McPherson, N.W.T.
- (b) Water and sewage systems at Dawson, Y.T. and Frobisher Bay, N.W.T.

## Operations Branch

### N.W.T. Regional Office

This office acts as liaison between the various plants in the Northwest Territories and head office and provides technical expertise as required to all the N.W.T. plants.

### Yukon Region

This office acts as liaison between the plants in the Yukon Territory and head office and provides technical expertise as required to the plants in the Yukon.

### Field, B.C. Power Plant

This plant reports direct to the Assistant General Manager on its operations in the town of Field.

## Finance Branch

The branch consists of the following support services: Financial Accounting, Management Accounting, Information Systems, Internal Audit., Administration.

## Engineering and Planning Services Branch

### Project Management and Construction Department

This department is responsible for the overall administration and control of engineering projects for thermal power plants.

### Engineering Design and Construction Department

This department is responsible for carrying out the engineering design for all thermal power plants, general planning, cost of service studies and energy conservation.

### Corporate Affairs Branch

This department is responsible for the processing of all litigations with the assistance of the Department of Justice, reviews all legislation affecting the Commission's operations and various other corporate duties.

**Additional Information** — may be obtained by writing to the general manager at head office.

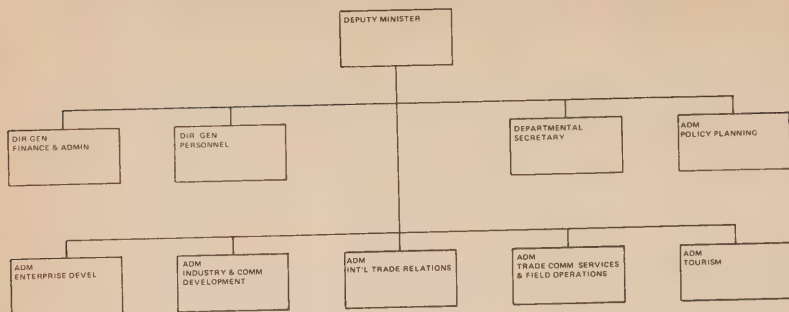
**Parliamentary Committee** — Standing Committee on Indian and Northern Affairs.

**Auditor** — Auditor General of Canada.





# Department of Industry, Trade and Commerce



# Department of Industry, Trade and Commerce

## Head Office

235 Queen Street  
Ottawa, Ontario  
K1A 0H5

## Minister

Minister of Industry, Trade and Commerce

## Principal Officers

Deputy Minister	G.F. Osbaldeston
Senior Assistant Deputy Minister	W.R. Teschke
Assistant Deputy Ministers	
Human Resources .....	R.C. Anderson
Tourism .....	T.R.G. Fletcher
Policy Planning .....	F.J. Chambers
Industry and Commerce Development	A.M. Guérin
Enterprise Development	P.E. Quinn
Trade Commissioner Service and International Marketing	C.T. Charland
International Trade Relations	R.E. Latimer
Director General, Finance and Administration	J. Guminski
Executive Director, Design Canada	P.C. Fredenburgh
Director, Business Centre	P.E. Marchand

## Historical Background

The Department of Industry, Trade and Commerce was formed through an amalgamation of the Departments of Trade and Commerce, and of Industry (*Government Organization Act* 1969, now *Department of Industry, Trade and Commerce Act*, RSC 1970 c. I-11)

## Overall Responsibilities

The objective of the department is to further the growth, productivity, employment opportunities, and prosperity of the Canadian economy through the efficient development of Canada's manufacturing and processing industries, and the expansion of trade and tourism.

To achieve this objective, the department is helping the Canadian manufacturing and processing industries to improve their international competitiveness; to create a framework of conditions in world trade that will effectively advance the marketing of Canadian goods and services; to better the nation's capacity to satisfy the traveller in Canada; and to attract the traveller to Canada.

## Organization and Programs

The department is organized into eight main functional groups: Industry and Commerce Development; Trade Commissioner Service and International Marketing; Tourism; Human Resources Planning; Policy Planning; Enterprise Development; International Trade; Finance and Administration.

## Industry and Commerce Development

This group is responsible for encouraging and assisting in efficient and sustained growth of Canadian industrial development. The group establishes guidelines and priorities for developing a strong and internationally competitive industry. It consists of 10 industry sector branches covering the principal manufacturing, processing and service industries.

## Trade Commissioner Service and International Marketing

The Trade Commissioner Service has 88 trade offices in 65 countries. Its primary role is to promote Canada's export trade and to represent and protect its commercial interests abroad.

The scheduled return of trade commissioners for official tours of Canada is a means of assisting Canadian firms interested in the export trade. Trade associations are informed in advance of these visits so that appointments may be arranged by businessmen wishing to meet with trade commissioners, through the Trade Commissioner Service, trade associations, or one of the department's regional offices.

## Tourism

The role of the Office of Tourism is to organize the promotion of travel by foreign nationals to Canada and the promotion of travel by Canadians in Canada. The group is also concerned with studies and analyses of the Canadian travel industry. The group also helps co-ordinate the total Canadian tourism promotion effort outside Canada by working with provincial travel bureaux, transportation companies and national, regional and local tourist associations.

## Human Resources

Human Resources Planning is responsible for the effective delivery of a full program of personnel administration services in the department. Besides the administration of the normal personnel operational activities carried on by the Personnel Branch, including the Bilingualism Administration Group, activities are undertaken to improve the work environment of Industry, Trade and Commerce through employee assistance programs, training programs and programs to identify human resource problems.

## Policy Planning

Policy Planning is comprised of three areas: Economic Analysis, Policy Analysis, and Energy and Special Assignments.

Economic Analysis is responsible for basic economic research and long-term economic studies related to the work of the department in fostering the growth of Canadian industry. Policy Analysis provides information and expertise on departmental horizontal issues. It is responsible for analysis and assessment of economic and general policy information from all sources within the federal government, provincial governments, industry and labour.

Energy and Special Assignments analyzes energy policies and assesses the industrial and trade impacts of large energy resource projects. It acts as departmental liaison on energy policy matters and carries out special assignments for senior management.

## Enterprise Development

Enterprise Development is involved with programs and services aimed at the development and maintenance of a strong and internationally competitive Canadian industry. These responsibilities are achieved by providing financial and other assistance and by means of technological, design, financial and business advisory programs. This group also ensures, to the extent possible, that the policies, programs and practices of closely associated financial and other institutions such as the Federal Business Development Bank, the Export Development Corporation, the Standards Council, the Metric Commission are supportive of and consistent with current economic and industrial policies and international trade and marketing initiatives of the department and the government.

## International Trade Group

International Trade develops, creates and maintains policies and programs favourable to Canadian international trade and ensures that Canadian economic policy takes adequate account of the international environment.

It consists of the Export Development, and International Trade Relations components plus the European Bureau; Pacific, Asia and Africa Bureau; Western Hemisphere Bureau; and the Trade Commissioner Service.

## International Trade Relations

This area is responsible for the creation and improvement of an international trading environment favourable to Canadian trade and other economic interests. It is also responsible for policies and programs to safeguard and advance Canada's international trading interests. Because it is a primary departmental contact with foreign governments and international organizations which influence trade, it must consult and negotiate with such governments and organizations and work closely with other departments, the provinces, and business and academic communities.

The component consists of the Office of General Relations; Office of Special Import Policy; Export/Import Permits Division.

## International Bureaux

The three international bureaux: the European Bureau, the Pacific, Asia and Africa Bureau and the Western Hemisphere Bureau are the central contact point in Canada's trade and economic relations with other countries. They carry out policy studies, recommend and initiate negotiations for bilateral and multilateral trade agreements. The bureaux advise government departments and agencies, as well as the business community, on foreign trade relations. They develop and co-ordinate regional and country "thrusts" to stimulate increased Canadian trade. The Bureaux also work closely with the Trade Commissioner Service and International Marketing on Canadian marketing activities in the various regions of the world.

## Design Canada

Design Canada, as the administrative arm of the National Design Council, and as the branch of Industry, Trade and Commerce responsible for design in industry, manages a number of programs aimed at improving the products of Canadian secondary industry. Design Canada programs include: co-funded design assistance programs to industry for design utilization; a design advisory service; design internship with industry; scholarships; design education advisory service and materials; product design case studies; audio-visual presentations and exhibits; and awards for design in industry.

## Business Centre

The department has established a Business Centre in Ottawa at 235 Queen Street. This centre is the initial contact point within the department for businessmen visiting or planning to visit Ottawa and seeking information about federal government programs and services.

The Business Centre can:

- (a) arrange appointments in advance with officials for businessmen planning to visit Ottawa;
- (b) discuss with visiting businessmen their particular requests and arrange appointments with appropriate federal government officials;
- (c) give advice on industrial or trade matters related to the operations of Industry, Trade and Commerce and guidance on departments to contact concerning particular problems;
- (d) follow up on requests to ascertain that businessmen have received proper attention and service;
- (e) develop and maintain an information bank on federal government activities affecting business, and
- (f) have available for distribution copies of all departmental publications.

To improve the department's accessibility to the business community across Canada, the centre has a Zenith number for information on government's programs and services. Businessmen from any location in Canada can contact the Business Centre, toll free, by calling the operator and asking for Zenith 0-3200.

### Regional Offices

#### Newfoundland Region

210 Water Street  
St. John's, Nfld.  
A1C 1A9

#### Nova Scotia Region

Suite 1124, Duke Tower  
5251 Duke Street  
Scotia Square  
Halifax, N.S.  
B3J 1N9

#### New Brunswick Region

Suite 642  
440 King Street  
Fredericton, N.B.  
E3B 5H8

#### Québec City Office

Suite 620  
2 Place Québec  
Québec City, Qué.  
G1R 2B5

#### Ontario Region

Commerce Court West  
51st floor  
P.O. Box 325  
Toronto, Ont.  
M5L 1G1

#### Manitoba Region

Suite 1104  
Royal Bank Building  
220 Portage Avenue  
Winnipeg, Man.  
R3C 0A5

#### Saskatchewan Region

Room 980  
2002 Victoria Avenue  
Regina, Sask.  
S4P 0R7

#### Alberta and Northwest Territories Region

500 Macdonald Place  
9939 Jasper Avenue  
Edmonton, Alta.  
T5J 2W8

**Québec Region**

Room 2124  
Place Victoria  
P.O. Box 257  
Tour de la Bourse  
Montréal, Qué.  
H4Z 1J5

**British Columbia and Yukon Territory  
Region**

P.O. Box 49178, Suite 2743  
Bentall Centre, Tower III  
5955 Burrard Street  
Vancouver, B.C.  
V7X 1K8

**Western Quebec Region**

235 Queen Street  
Ottawa, Ontario  
K1A 0H5

**Eastern Ontario Region**

240 Sparks Street  
Ottawa, Ontario  
K1A 9H5

**Prince Edward Island Region**

97 Queen Street  
P.O. Box 2289  
Charlottetown, P.E.I.  
C1A 8C1

**Statutes**

The Minister is responsible for the administration of the following statutes:

*Corporations and Labour Unions Returns Act* (RSC 1970 c. C-31)  
*Export and Import Permits Act* (RSC 1970 c. E-17) as amended  
*Export Development Act* (RSC 1970 c. E-18) as amended  
*Federal Business Development Bank Act* (SC 1974-75-76 c. 14)  
*Foreign Investment Review Act* (SC 1973-74 c. 46)  
*Industrial Research and Development Incentives Act* (RSC 1970 c. I-10) as amended  
*Industry, Trade and Commerce Act, Dept. of* (RSC 1970 c. I-11)  
*National Design Council Act* (RSC 1970 c. N-5)  
*Small Business Loans Act* (RSC 1970 c. S-10)  
*Standards Council of Canada Act* (RSC 1970 c. 41 [1st Supp.]) as amended  
*Statistics Act* (SC 1970-71-72 c. 15)  
*Textile and Clothing Board Act* (SC 1970-71-72 c. 39)



# Export Development Corporation

## Head Office

110 O'Connor Street  
Ottawa, Ontario

## Mailing Address

Box 655  
Ottawa, Ontario  
K1P 5T9

## Minister

Minister of Industry, Trade and Commerce

## Board of Directors

### Members of Public Sector

Chairman, John A. MacDonald, President, Export Development Corporation	Ottawa, Ont.
G.K. Bouey, Governor, Bank of Canada	Ottawa, Ont.
A.E. Gotlieb, Under-Secretary of State for External Affairs	Ottawa, Ont.
M. Dupuy, President, Canadian International Development Agency	Ottawa, Ont.
G.F. Osbaldeston, Deputy Minister, Dept. of Industry, Trade and Commerce	Ottawa, Ont.
T.K. Shoyama, Deputy Minister, Dept. of Finance (one vacancy)	Ottawa, Ont.

### Members of Private Sector

H.W. Godwin .....	Calgary, Alta.
R. Lavoie .....	Montréal, Qué.
I.S. Ross .....	Vancouver, B.C.
A.K. Stuart .....	Toronto, Ont.
J.E.A. Nickerson .....	North Sydney, N.S.

## Historical Background

The Export Development Corporation (EDC), established on Oct. 1, 1969, under the *Export Development Act*, succeeded the Export Credits Insurance Corporation. EDC, a Crown corporation, is designated a proprietary corporation (Schedule D) within the meaning and purpose of the *Financial Administration Act* (OIC P.C. 1969-1836, 24 Sept. 1969; SOR/69-484). EDC is an agent of Her Majesty.

EDC operates on a commercially self-sustaining basis to help Canadian exporters meet international credit competition. In its specialized fields (long-term export loans, export credits insurance, surety insurance and foreign investment guarantees), EDC is the only institution of its kind in Canada.

## Overall Responsibilities

EDC facilities are not intended to subsidize exporters. The Corporation operates on a commercial basis to help Canadian exporters who are competitive in terms of price, quality, delivery and service meet normal commercial credit competition in world markets. It does this wherever possible by providing insurance, guarantees, loans and other services necessary for exporters to meet international credit competition.



- (a) Long-term export loans to foreign buyers of Canadian capital equipment and technical services, also guarantees of private loans to similar purchasers. The facility is designed to provide as internationally competitive terms as possible to permit foreign borrowers to pay cash to Canadian exporters.
  - (b) Export credits insurance protects against non-payment when Canadian goods and services are sold abroad. The policies indemnify exporters for a percentage (generally 90 per cent) of losses arising from political risks, including blockage of funds, transfer difficulties, war and revolution, and from commercial risks such as insolvency of, or default by, the buyer.
  - (c) Surety insurance protects against a call on a performance or a bid bond. EDC may issue these bonds on behalf of Canadian exporters or insure such bonds underwritten by banks or surety companies. Insurance is also available to protect members of a consortium against a call on a bond due to non-performance by one or more members of the consortium.
  - (d) Foreign investment guarantees protects against loss of Canadian investments abroad by reason of political actions. The program covers three broad political risks, namely: inconvertibility or the inability to repatriate earnings or capital, expropriation, and war or revolution.
- EDC services are available to any person or corporation, regardless of size, doing business in Canada and paying Canadian taxes.

## Organization and Programs

### Administration

Direction of the affairs of EDC is vested in a 12-member Board chaired by its President. To reflect the commercial nature of the Corporation, the Board is made up of senior representatives of government and private industry.

### Income and Funding

Income is derived from premiums, interest and guarantee fees earned. For the most part, EDC funds its lending operations by borrowings in the international money and capital markets.

### Regional Offices

#### Eastern Canada

P.O. Box 124  
Tour de la Bourse Postal Station  
Montréal, Qué.  
H4Z 1C3

#### Ontario

P.O. Box 64  
1 First Canadian Place  
Toronto, Ont.  
M5X 1B1

#### Atlantic Representative Office

Suite 1401  
Toronto-Dominion Bank Building  
1791 Barrington Street  
Halifax, N.S.  
B3J 3L1

#### Western

1030 One Bentall Centre  
505 Burrard Street  
Vancouver, B.C.  
V7X 1M5

**Additional Information** — general inquiries relating to EDC services may be directed to the responsible district office or to head office. All inquiries relating to questions of policy should be sent to head office.

**Parliamentary Committee** — EDC is self sustaining. Income is derived from premiums, interest and guarantee fees earned. There is therefore no budgetary allocation in government estimates.

**Auditor** — Auditor General of Canada.

# Federal Business Development Bank

## Head Office

901 Victoria Square,  
Montréal, Qué.  
H2Z 1R1

## Minister Designated

Minister of Industry, Trade and Commerce

## Board of Directors

President, G.A. Lavigueur

### Directors:

G.K. Bouey, Governor, Bank of Canada  
S. Cloutier, Deputy Minister, Ministry of Transport  
J.D. Love, Deputy Minister, Department of Regional Economics Expansion  
G.F. Osbaldeston, Deputy Minister, Department of Industry, Trade and Commerce

### Other Members

D.R. Andrews .....	Kamloops, B.C.
H.B. Cohen .....	Calgary, Alta.
G.J. Desmarais .....	St. Lambert, Qué.
R.F. Fiske .....	Halifax, N.S.
C.C. Frenette .....	Montréal, Qué.
H.H. Mackay .....	Regina, Sask.
R.G. Rankin .....	London, Ont.
Mrs. I.J. Reid .....	St. John's, Nfld.
F.D. Rosebrugh .....	Willowdale, Ont.
G.R. Sharwood .....	Toronto, Ont.

## Principal Officers

### Head Office

President .....	G.A. Lavigueur
Executive Vice-president .....	E.C. Scott
Vice-president, Finance .....	J.E. Nordin
Vice-president, Financial Services .....	E.A. Bell
Vice-president, Inspection .....	G. Bourbonnière
Vice-president, Management Services .....	M.F. Clooney
Vice-president, Personnel .....	I.D. MacLaren

### Regional Offices

Vice-president and Regional General Manager	
Atlantic Region, Halifax .....	D.A. Kerley
Quebec Region, Montreal .....	J.Y. Milette
Ontario Region, Toronto .....	K.A. Powers
Prairie and Northern Region, Winnipeg .....	R.H. Wheeler
British Columbia Region, Vancouver .....	H.W. Baker

## Historical Background

The Federal Business Development Bank is a Crown corporation established by the *Federal Business Development Bank Act*, which was declared in force on October 2, 1975. On that date, FBDB succeeded the Industrial Development Bank which had been operating since November 1, 1944, as a wholly-owned subsidiary of the Bank of Canada.

## Overall Responsibilities

FBDB assists in the establishment and development of business enterprises in Canada by providing them with financial and management services. It supplements such services available from others and it gives particular attention to the needs of small enterprises.

## Organization and Programs

### Financial Services

The bank extends financial assistance to new or existing businesses which do not have other sources of financing available to them on reasonable terms and conditions.

The qualifications for FBDB financing are:

- (a) that the amount and character of investment in such a business by persons other than FBDB may reasonably be expected to ensure the continuing commitment of these persons to the business; and
- (b) that the business may reasonably be expected to prove successful.

Such financing is available by means of loans, loan guarantees, equity financing, or leasing, or by any combination of these methods, in whatever manner best suits the particular needs of the business. Where loans are involved they are made at interest rates which are in line with those generally available to businesses. Most loans are repaid within ten years. Where equity is involved, FBDB normally takes a minority interest and is prepared to have its investment repurchased on suitable terms.

Most customers use FBDB funds to acquire land, buildings, or equipment. Others use them to strengthen the working capital of a business, to establish new businesses, for metric conversion or similar purposes.

### Management Services

#### Management Counselling — CASE

The FBDB management counselling service, known as CASE (Counselling Assistance to Small Enterprises), assists small businesses in Canada to improve their methods of doing business.

This service is provided at a nominal fee and it supplements counselling services obtainable from the private sector. CASE counsellors are retired business persons who are on call to undertake assignments.

## Management Training

To help improve management skills in small Canadian businesses, the bank conducts management-training seminars, at a moderate registration fee, in cities and towns across Canada. These seminars are planned to meet the needs of owners and managers of small businesses. The bank also prepares special joint seminars in collaboration with industry associations and other organizations.

FBDB develops management-training courses and distributes them to provincial and territorial education authorities for their use. It also sponsors and supports conferences to promote good management practices.

## Information Services

The FBDB publishes booklets on a wide range of topics pertaining to the management of small business in Canada. It distributes a bulletin featuring business developments and maintains reference libraries with a variety of publications on small-business management at its branch offices. Operators of small businesses can also obtain there, information about assistance programs for businesses available from the federal government and others, and are directed to representatives of appropriate assistance programs.

## Regional Offices

There are regional offices in Halifax, Montréal, Toronto, Winnipeg, and Vancouver, and 87 branch offices and seven sub-branches across the country.

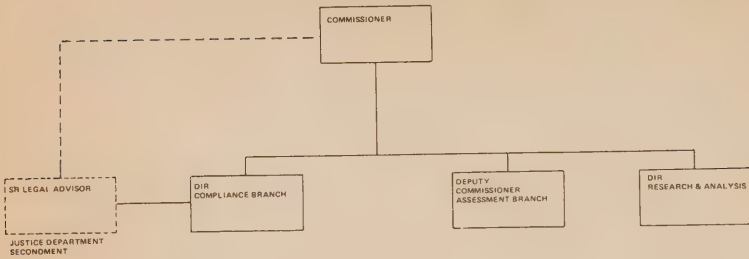
**Additional Information** — may be obtained at any office of the bank.

**Parliamentary Committee** — Finance, Trade and Economic Affairs Committee.

**Auditor** — The Governor-in-Council appoints an auditor for a term of five years.

**Statutes** — *Federal Business Development Bank Act* (SC 1974-75-76 c. 14).

# Foreign Investment Review Agency



# Foreign Investment Review Agency

## Head Office

235 Queen St.  
5th floor West  
Ottawa, Ontario

## Mailing Address

P.O. Box 2800  
Postal Station "D"  
Ottawa, Ontario  
K1P 6A5

## Minister Designated

Minister of Industry, Trade and Commerce

## Principal Officers

Commissioner ..... Gorse Howarth  
Deputy Commissioner ..... J.J. Tennier

## Historical Background

The Agency was established by subsection 7(1) of the *Foreign Investment Review Act* assented to 12 December 1973 (SC 1973-74 c. 46). The First Proclamation of the Act that related to acquisitions of control of existing Canadian businesses was made on 9 April, 1974. The second proclamation of the Act came into force on October 15, 1975.

## Overall Responsibilities

The Agency advises and assists the Minister in assessing significant benefit to Canada or the likelihood of significant benefit to Canada of proposals by non-Canadians regarding acquisition of control of Canadian business enterprises, the establishment of new businesses in Canada, and their expansion into unrelated businesses in Canada.

The Agency:

- (a) negotiates undertakings and consults with provincial governments and other federal departments in formulating opinions as to whether proposed acquisitions or investments provide significant benefit to Canada;
- (b) provides legal and administrative support to assist in the assessment process;
- (c) prepares ministerial rulings as required by the Act;
- (d) monitors, investigates, and recommends enforcement measures to secure compliance with the legislation; and
- (e) provides the research and analysis necessary to assist in the effective administration of the *Foreign Investment Review Act*.

**Additional Information** — from the Director, Research and Analysis Branch.

**Parliamentary Committee** — Standing Committee on Finance, Trade and Economic Affairs.

**Auditor** — Auditor General of Canada.



# Metric Commission

## Head Office

235 Queen St.  
Ottawa, Ontario  
K1A 0H5

## Minister

Minister of State, Small Business

## Members of the Commission

Chairman, Dr. B. McArthur .....	Ottawa, Ont.
Vice-chairman, B. Maurice Archer .....	Brome, Qué.
Other Commissioners	
Lesley H. Chater .....	Hamilton, Ont.
Pierre Demers .....	Montréal, Qué.
Gordon C. L. Draeseke .....	Vancouver, B.C.
Stevenson M. Gossage .....	Sutton, Qué.
Arnold J. Groleau .....	Montréal, Qué.
Willis M. Hall .....	Halifax, N.S.
Cyrille J. Laurin .....	Toronto, Ont.
Darcy D. Morris .....	Vancouver, B.C.
Réjean Parent .....	Montréal, Qué.
Betty E. Robinson .....	Saskatoon, Sask.
Thomas A. Somerville .....	Montréal, Qué.
Alexander S. Tirrell .....	Thornville, Ont.
James O. Wright .....	Regina, Sask.

## Principal Officer

Executive Director ..... Paul C. Boire

## Historical Background

The Metric Commission was created in 1971 pursuant to section 17 of the *Industry Trade and Commerce Act*. (*The Metric Commission Order*, Order-in-Council P.C. 1971-1146 of June 1971). The Chairman is appointed "at pleasure."

## Overall Responsibilities

The Commission advises the Minister on plans for conversion to the metric system and on the need for legislation. It also initiates, co-ordinates, and undertakes investigations, surveys and studies relating to the implications of conversion to the metric system in different sectors of the Canadian economy. In consultation and co-operation with any federal or provincial department or agency, (the Standards Council of Canada) or other interested parties, it prepares an overall plan for conversion to the metric system that will ensure, as far as possible, that any programs are phased in and co-ordinated in order to maximize the benefits of conversion while minimizing the costs. The commission also publishes and disseminates information concerning conversion to the metric system.

## Organization

### Steering Committees

To perform its task the commission established 12 steering committees, each responsible for co-ordinating a group of economic sectors that have related interests.

In addition, there is an Interdepartmental Committee for Metric Conversion which is responsible for co-ordinating conversion within the federal government.

Another committee, established to oversee the public information program of the commission, acts as a consultant to its officers and commissioners in this field.

The steering committees co-ordinate the plans of the different sectors and submit to the commission a consolidated plan for their segment of the economy. The commission integrates sector plans to form the overall program for the economy.

### Sector Committees

The commission has established 105 sector committees which report to the steering committees. Each is responsible for a particular industry, group of industries or interests.

**Regional Offices** — There are none.

**Additional Information** — Enquiries for metric information should be addressed to: Box 4000, Ottawa, Ont. K1S 5G8.

**Parliamentary Committee** — Standing Committee on Finance, Trade and Economic Affairs.

**Auditor** — Auditor General of Canada.

# Small Business Secretariat

## Head Office

235 Queen Street  
Ottawa, Ontario  
K1A 0H5

## Minister

Minister of State for Small Business

## Principal Officers

Director General .....	K.G. Wilson
Director, Policy Development .....	Marcel D. Bélanger
Director, Financial Policy .....	Andy J. Siman
Head, Small Business Intern Program .....	Ian R.U. Fraser

## Historical Background

The implementation by the Canadian government of small business support measures began in 1944 when the Industrial Development Bank (IDB) was established to provide debt financing to small firms and to help small business adjust to post war economic conditions. Throughout the 1950s and 1960s and up to the current decade, the IDB served as an important source of financing for new and expanding small businesses.

In 1975, the IDB was replaced by a new Crown corporation, the Federal Business Development Bank (FBDB). Direct lending to small businesses expanded, and the FBDB has opened new branch offices all across Canada. The bank also is now empowered to make equity investments in small firms.

The appointment of a Minister of State, Small Business, is a comparatively recent development in the relationship between the small business community and the federal government. In September 1976, the Cabinet portfolio of Minister of State for Small Business was created pursuant to section 23 of the *Ministries and Ministers of State Act*. A Minister of State was assigned to assist the Minister of Industry, Trade and Commerce in carrying out the latter's responsibilities in respect of small businesses in Canada, with the focus being on small business policies and initiatives.

## Overall Responsibilities

The Small Business Secretariat performs an advocacy role on behalf of small businesses. Accordingly, the Secretariat's functions include:

- research and policy planning on broad issues affecting the Canadian small business community;
- representation of that community's interests before line departments whose programs are involved;
- daily contact with small businessmen and their organizations to aid in the resolution of problems or concerns; and
- dissemination of information to the small business community.

The Small Business Secretariat's activities also involve the development of a comprehensive small business policy. Policy proposals were prepared and, following Cabinet approval in August 1977, they were announced on September 19, 1977.

Progress in the development of this strategy has included the following:

- the creation of a Paperburden Reduction Office;
- an agreement with Statistics Canada which will result by 1981 in the reduction of reporting for nearly 350,000 small firms;
- legislation to amend the *Corporations and Labour Unions Returns Act* to free some 70,000 firms from having to file returns under the Act;
- consultations with the provinces about policies and programs;
- a Business Centre that provides the business community with information on government programs and services by means of a cross-country toll-free telephone system (see section entitled Department of Industry, Trade and Commerce);
- various tax measures to assist small business;
- continuing work on studies of the equity financing environment (including the May 24, 1978 discussion paper entitled "Improving the Equity Financing Environment for Small Business in Canada") and of government procurement policies; and
- a handbook entitled "New Statistics on Small Business" produced in cooperation with Statistics Canada.

A Small Business Intern Program has committed \$5.4 million towards creating 800 permanent jobs. Under the Program, the federal government pays 50 per cent of the wages of a university or community college graduate hired by a small business during the first year, to a maximum of \$675 per month.

Substantive improvements have been made to the *Small Businesses Loans Act* (SBLA), the administration of which was transferred to the Department of Industry, Trade and Commerce from the Department of Finance. In addition, the eligibility criteria of the Act have been expanded and the maximum loan limit has been increased to \$75,000.

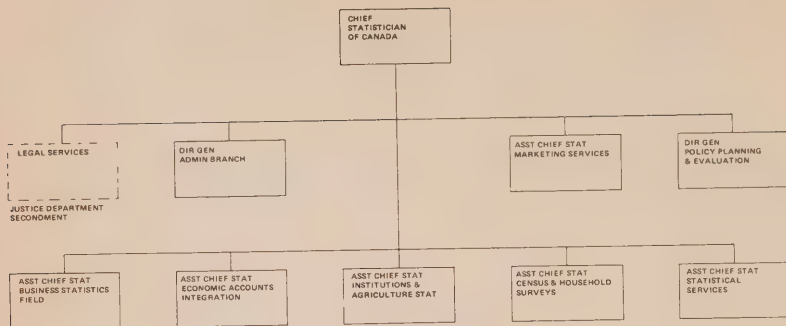
In 1978-79 it is intended to move still further in the implementation of the strategy for small business. A major thrust in the equity financing environment for small business is expected. Action is also expected on a number of other fronts including new taxation measures for small business, more procurement subcontracting to small business, greater employment opportunities for university and community college graduates in small business, and better statistical information on small business.

**Regional Offices** — none.

**Additional Information** — Contact Business and Government Liaison Section.

**Parliamentary Committee** — Standing Committee on Finance, Trade and Economic Affairs.

**Auditor** — Auditor General of Canada.



# Statistics Canada

## Head Office

R. H. Coats Building  
Tunney's Pasture  
Ottawa, Ontario  
K1A 0T6

## Minister Designated

Minister of Industry, Trade and Commerce

## Principal Officers

Chief Statistician of Canada .....	Peter G. Kirkham
Assistant Chief Statisticians	
Business Statistics .....	(acting) G. Leclerc
Institutions and Agriculture Statistics .....	Lorne E. Rowebottom
Economic Accounts and Integration .....	Guy Leclerc
Statistical Services .....	Ivan P. Fellegi
Marketing Services .....	D.A. Worton
Census and Household Surveys .....	(vacant)

## Historical Background

*Statistics Canada*, was established in 1918 as the Dominion Bureau of Statistics. The *Statistics Act* changed the name of the department in 1971 (SC 1970-71-72 c. 15). Statistics Canada is designated as a department; the Minister of Industry, Trade and Commerce as Appropriate Minister within the meaning and purpose of the *Financial Administration Act* (OIC P.C. 1965-29, 6 Jan 1965, *Statistics Act* sec. 39).

## Overall Responsibilities

The department's duties are:

- to collect, compile, analyze, abstract, and publish statistical information relating to the commercial, industrial, financial, social, economic and general activities and condition of the people;
- to collaborate with departments of government in the collection, compilation and publication of statistical information, including statistics derived from the activities of those departments;
- to take the census of population of Canada and the census of agriculture of Canada as provided in the Act;
- to promote the avoidance of duplication in the information collected by departments of government; and
- generally, to promote and develop integrated social and economic statistics pertaining to the whole of Canada and to each of the provinces thereof and to co-ordinate plans for the integration of such statistics.

## **Organization and Programs**

The department is organized into six fields:

### **Business Statistics**

The Field measures the production and distribution of goods and services, the costs of producing these goods and services and the prices at which they are disposed of, the international exchange of goods, the financial operations involved in carrying out these activities, and the ownership and control of capital. It also administers the *Corporation and Labour Union Returns Act*.

### **Economic Accounts and Integration**

The Field is responsible for the System of National Accounts, as well as for structural model development and operation, plus the development of standard classification systems necessary for the integration of the bureau's output.

### **Institutions and Agriculture Statistics**

The Field measures the social and economic characteristics and activities of public and private institutions concerned with: health and vital events, education, science and culture, crime and the administration of justice, social security, and the income and expenditures of institutions, departments and agencies of the three levels of government in Canada. Agricultural statistics are an additional responsibility.

### **Census and Household Surveys**

The Field measures the attributes, behaviour and attitudes of individuals, households and families, especially demographic and socio-economic attributes. The responsibility also includes estimating and projecting basic demographic dimensions of the Canadian population.

### **Statistical Services**

The Field provides survey design, field collection, data processing and data storage activities for the department.

### **Marketing Services**

The Field is responsible for the specialized informational, promotional, and marketing research functions of the department.



## Regional Offices

Addresses and telephone numbers of Regional Reference Centres are as follows:

Viking Bldg. Crosbie Road St. John's, Nfld. A1B 3P2 (726-0713)	1256 Barrington Street Halifax, N.S. B3J 1Y6 (426-5331)
--	--

1500 Atwater Avenue Montréal, Qué. H3Z 1Y2 (283-5725)	Central Inquiry Unit Statistics Canada R. H. Coats Building Ottawa, Ont. K1A 0T6 (992-4734)
--	--

25 St. Clair Avenue E. Toronto, Ont. M4T 1M4 (966-6586)	266 Graham Avenue Winnipeg, Man. R3C 0K4 (949-4020)
--	--

1783 Hamilton Street Regina, Sask. S4P 2B6 (569-5405)	10025-106th Street Edmonton, Alta. T5J 1G9 (425-5052)
--	--

1145 Robson Street  
Vancouver, B.C.  
V6E 1B8  
(666-3695)

**Additional Information** — from the Regional Reference Centres. In the Maritimes, Halifax can be reached by dialing toll-free 1-800-565-7192; in Saskatchewan, Regina can be reached toll-free at 1-800-667-3524; and in Alberta, the toll-free number for Edmonton is 1-800-222-6400.

**Parliamentary Committee** — Standing Committee on Finance, Trade and Economic Affairs.

**Auditor** — Auditor General of Canada.

# Standards Council of Canada

## Head Office

350 Sparks Street  
Ottawa, Ontario  
K1R 7S8

## Minister Designated

Minister of Industry, Trade and Commerce

## Members of the Council

President, G.W. Lord (12/80) ..... Edmonton, Alberta

Vice-President, G.J. Gaudet (06/79) ..... Moncton, N.B.

### Federal Representatives

Rear Admiral John Allan, OMM, CD (06/80)	Department of National Defence
Arthur R. Bailey (appointed at pleasure)	Supply and Services Canada
Dr. John Bruce de Mercado (06/78)	Department of Communications
Michael J. McCabe (appointed at pleasure)	Consumer and Corporate Affairs Dept.

Hubert L. Laframboise (06/79)	Department of Labour
Peter E. Quinn (appointed at pleasure)	Dept. of Industry, Trade & Commerce

## Principal Officer

Executive Director ..... Ralph L. Hennessy

## Historical Background

This Council was established by the *Standards Council of Canada Act* (RSC 1970 c. 41, [1st Supp]). The Council is not an agent of Her Majesty.

## Overall Responsibilities

Its objects are to foster and promote voluntary standardization in fields relating to the construction, manufacture, production, quality, performance and safety of buildings, structures, manufactured articles and products and other goods, including components thereof, not expressly provided for by law, as a means of advancing the national economy, benefiting the health, safety and welfare of the public, assisting and protecting consumers, facilitating domestic and international trade and furthering international co-operation in the field of standards.

The Council's function includes the planning and guidance with respect to the change of standards to the metric system.

It sets its own policies and makes its own decisions within the terms of the *Standards Council of Canada Act*.

## Organization and Programs

The council consists of not more than 57 Order-in-Council appointed members, of whom six are federal representatives, 10 are provincial representatives and 41 are representatives of national organizations. Membership is broadly representative of all levels of government, primary and secondary industries, distributive and service industries, trade associations, labour unions, provincial associations, consumer associations and the academic community.

## National Standardization Program

The program provides for the:

- (a) accreditation to the National Standards System of organizations in Canada engaged in standards formulation, testing, and certification;
- (b) promotion of co-operation among such organizations to co-ordinate standardization activities and develop common standards and codes; and
- (c) identification of the need for new standards and additional testing and certification services plus the arrangement for such need to be satisfied.

## International Standardization Program

The program provides for Canadian participation in the activities of the International Organization for Standardization (ISO), and the International Electro-Technical Commission (IEC) and similar international organizations engaged in the formulation of voluntary standards. The program assures effective Canadian participation in the activities of such organizations, and the exchange of information and co-operation in standards formulation, testing, and certification.

The International Standardization Branch is located at 2000, Argentia Road Mississauga, Ontario L5N 1V8.

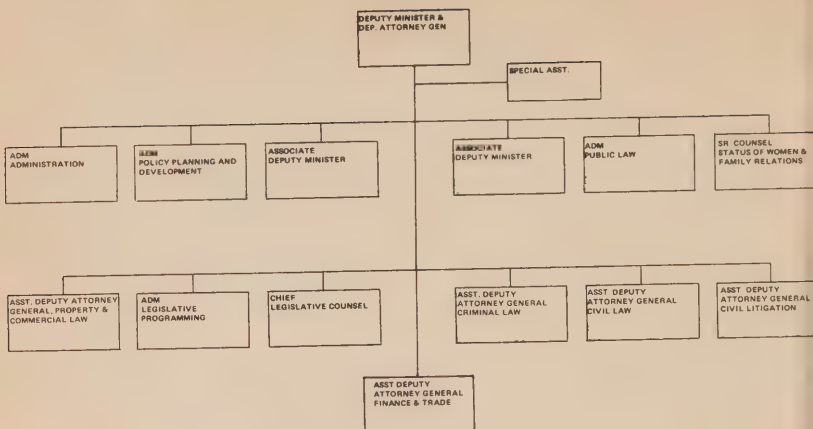
**Additional Information** — The Council also maintains a Standards Information Service at its Head Office. The International Standardization Branch maintains a sales service for international and foreign national standards.

All questions of policy, organization and operation of the Council should be directed to the Head Office in Ottawa.

**Parliamentary Committee** — Standing Committee on Finance, Trade and Economic Affairs.

**Auditor** — Auditor General of Canada.

# Department of Justice



# Department of Justice

## Head office

Justice Building  
Wellington Street  
Ottawa, Ontario  
K1A 0H8

## Minister

Minister of Justice and Attorney General of Canada

## Principal Officers

Deputy Minister and Deputy Attorney General of Canada  
Associate Deputy Ministers

Roger Tassé, Q.C.  
Paul M. Ollivier, Q.C.  
Donald H. Christie, Q.C.

## Historical Background

The *British North America Act, 1867* provided for the establishment of a department of justice that would supervise all legal matters under federal responsibilities. The department was established in 1868 by *An Act respecting the Department of Justice* (now the *Department of Justice Act* RSC 1970 c. J-2).

## Overall Responsibilities

Under the Act, the Minister of Justice shall:

- (a) be the official legal adviser of the Governor General and the legal member of Her Majesty's (the Queen's) Privy Council for Canada;
- (b) see that the administration of public affairs is in accordance with law;
- (c) have the superintendence of all matters connected with the administration of justice in Canada, not within the jurisdiction of the governments of the provinces;
- (d) advise upon the legislative Acts and proceedings of each of the legislatures of the provinces of Canada and generally advise the Crown upon all matters of law referred to him by the Crown; and
- (e) be charged generally with such other duties as are at any time assigned by the Governor-in-Council to the Minister of Justice.

And the Attorney General of Canada shall:

- (a) be entrusted with the powers and charged with the duties that belong to the office of the Attorney General of England by law or usage, so far as those powers and duties are applicable to Canada. Also with the powers and duties that, by the laws of the several provinces, belonged to the office of the Attorney General of each province up to the time when the *British North America Act, 1867*, came into effect, so far as those laws under the provisions of the said Act are to be administered and carried into effect by the Government of Canada;
- (b) advise the heads of the several departments of the government upon all matters of law connected with such departments;
- (c) be charged with the settlement and approval of all instruments issued under the Great Seal of Canada;
- (d) have the regulation and conduct of all litigation for or against the Crown or any public department, in respect of any subject within the authority or jurisdiction of Canada; and

- (e) be charged generally with such other duties as are at any time assigned by the Governor-in-Council to the Attorney General of Canada.

## **Organization and Programs**

The Department of Justice carries out, in relation to the Crown in right of Canada, such legal functions and services as are customary for a law firm to perform with respect to its clients. The general nature of the work, however, differs from that of a law firm to the extent and in the manner that the operations of government differ from those of corporations and individuals. In addition, the department plays an important policy development role for the federal government in a number of areas of the justice system. The department also administers several programs and has a grants and contributions function.

In addition to nine branches, departmental legal services advise 36 federal government departments, agencies, boards and Crown corporations.

### **Public Law Branch**

The Public Law Branch has the major responsibility of providing constitutional advice to the government. It also develops policy in other areas of constitutional, administrative and international law as well as such public law matters as human rights. The branch consists of two sections.

#### **The Advisory and Research Section**

This section is responsible for the preparation of legal opinions requested by the Government of Canada, its departments, agencies, boards and Crown corporations and ensures that specific policy initiatives are fortified by research into their legal implications.

#### **The Constitutional, Administrative and International Law Section**

This section deals with matters of law included in its title. It has an essentially consultant function, advising other departments and agencies on such matters as the validity of administrative actions, the constitutionality of proposed legislation and the legal aspects of inter-governmental negotiations. This involves the provision of advice on various questions, particularly those related to constitutional interpretation, litigation on constitutional issues, the legal implications for Canada of membership in international organizations, treaties and agreements between nations, the effect of international developments upon domestic law, and the application of legal rules to the administrative machinery of government.

### **Criminal Law Branch**

The Criminal Law Branch is responsible for prosecutions for infraction of federal statutes and in the Northwest Territories and the Yukon Territory, the enforcement of criminal law. It also advises the Minister of Justice with respect to amending the Criminal Code of Canada.



## The Criminal Law Prosecutions Section

This section conducts prosecutions in the National Capital Region, Northern Ontario and Northwest Quebec. The regional offices are generally responsible for prosecutions in all other areas of the country. This section also conducts appeals to the Federal Court and the Supreme Court of Canada in criminal matters, recommends appointments of standing agents to the Minister and deals with applications for new trials or references to provincial Courts of Appeal.

## The Criminal Law Amendment Section

The Criminal Code of Canada remains effective and workable through the studies of this section. It is also involved in the development and implementation of legislative amendments within a policy framework and negotiates with the provinces on criminal law changes.

## Legislative Programming Branch

The Legislative Programming Branch comprises three sections.

### The Legislation Section

The section is responsible for the drafting of all bills presented to Parliament and for ensuring that they are consistent with the purpose and provisions of the Canadian Bill of Rights.

### The Privy Council Section

Besides providing legal advice to the Privy Council Office, the section prepares regulations under statutes, reviews all statutory instruments in accordance with the *Statutory Instruments Act* and ensures that all regulations are consistent with the purpose and provisions of the Canadian Bill of Rights.

### The Statute Revision Commission

A chairman and two other members, all Department of Justice employees, are responsible for the revision and consolidation of federal statutes and regulations.

## Civil Litigation Branch

The Civil Litigation Branch includes the Civil Litigation Section and the General Counsel. The Civil Litigation Section is charged with the conduct of civil litigation, as distinct from criminal litigation, arising in any of the Common Law provinces. Lawyers in this section appear on behalf of the Crown in provincial and federal courts, including the Federal Court and Supreme Court of Canada and numerous administrative tribunals such as the Tax Review Board, the Tariff Board, the Immigration Appeal Board and the Pension Appeal Board. They deal with such litigation as that arising in connection with rulings of administrative tribunals, income tax, government expropriation and contracts, accidents and labour relations disputes.

General Counsel appear for the Crown in particularly complex or high-profile cases.



## Civil Law Branch

This branch comprises the Civil Law Section and the Montreal Regional Office.

The Civil Law Section handles matters concerned with the Civil Law (Droit Civil) as distinguished from the Common Law. It deals with civil litigation for or against the federal government and with land transactions and other non-criminal matters arising in the Province of Quebec. This section also advises the Minister of Justice on certain matters not necessarily involving actual litigation, but which are essentially concerned with the application of the Civil Law of the Province of Quebec.

The lawyers in this section also appear before the Superior Court of Quebec and other civil courts of Quebec, the Federal Court, the Supreme Court of Canada, and various administrative tribunals. Notaries of the section administer real property transactions involving the federal government in Quebec.

## Trade and Finance Branch

The Trade and Finance Branch is responsible for providing legal advice and services to the federal government departments and agencies involved in the areas of trade and finance and any other trade related areas or activities for which specialized legal advice or services may be required. It also advises the government on matters of general policy pertaining to the relationship between government and Crown Corporations and agencies.

## Property and Commercial Law Branch

This branch is responsible for non-litigious legal work relating to land and the acquisition of land throughout Canada, except in the Province of Quebec, by purchase and expropriation. It also works on cases involving the disposition of land by Letters Patent. Further, it deals with all commercial law matters involving the federal government.

## Policy Planning and Development Branch

This branch is responsible for identifying emerging legal issues and suggesting appropriate actions in response as well as recommending departmental priorities and research activities.

### Policy Planning Section

The section identifies emerging issues and develops policy initiatives in response. It analyzes and assesses recommendations of the Law Reform Commission of Canada and ensures consultation with those who are likely to be affected by a change in legislation.

### Programs and Law Information Development Section

The development and implementation of law-related programs of the department is the responsibility of this section.

### Evaluation and Statistics

This section is responsible for studying and evaluating departmentally-funded programs such as those in the legal aid area and advising the department on its need for various kinds of research, mainly socio-legal and criminological.

## **Jurimetrics**

The department's Jurimetrics Adviser oversees the application of electronic data processing of bills, statutes and regulations and the development of electronic storage and retrieval of statutory information.

## **Administration Branch**

The Administration Branch is responsible for the general administration of the Department including: Personnel Administration, Finance and Administration, the Library, Information Services and Security. Also included with Administration is the Central Divorce Registry which was established with the enactment of the 1968 Divorce Act. The Registry uses a computer to record all divorces and petitions for divorces. In 1970 a Search Inquiry Service was initiated so both individuals and solicitors may verify the status of a prior petition or determine if the other spouse has started a divorce action.

## **Regional Offices**

The eight regional offices conduct much of the criminal and civil litigation in their area, both at the trial and the provincial court of appeal level. In addition, they handle some litigation in the Supreme Court of Canada. The offices also provide legal advice not involving litigation to various federal government departments and the R.C.M.P. both in the centres where they are located and, to a considerable extent, in other areas of their province.

## Regional Offices

### Halifax Region

12th floor  
1792 Barrington St.  
Halifax, N.S.  
B3J 3L1

### Toronto Region

P.O. Box 57  
Toronto-Dominion Centre  
Toronto, Ont.  
M5K 1E7

### Saskatoon Region

Room 301,  
229-4th Ave. S.  
Saskatoon, Sask.  
S7K 4E4

### Vancouver Region

1900-1055 West Georgia Street  
Vancouver, B.C.  
V6E 3P9

### Whitehorse Crown Attorney's Office

Department of Justice  
Room 205, Casca Bldg.  
3105 Third Ave.  
Whitehorse, Yukon Territory  
Y1A 2C6

### Montréal Region

P.O. Box 938  
Place d'Armes  
Montréal, Québec  
H2Y 3J4

### Winnipeg Region

301 Centennial House  
310 Broadway Avenue  
Winnipeg, Man.  
R3C 0S6

### Edmonton Region

928 Royal Trust Tower  
Edmonton Centre  
Edmonton, Alta.  
T5J 2Z2

### Yellowknife Region

Suite 206, Bromley Bldg.  
P.O. Box 8  
Yellowknife, Northwest Territories  
X0L 1H0

**Additional Information** — from the Director, Information Services.

**Parliamentary Committee** — Standing Committee on Justice and Legal Affairs.

**Auditor** — Auditor General of Canada.

## Statutes

The Minister of Justice administers or has a special interest in the following statutes:

*Admiralty Act* (RSC 1970 c. A-1)

*Bail Reform Act* (SC 1970-71-72 c. 37)

*Canada Evidence Act* (RSC 1970 c. E-10)

*Canada Prize Act* (RSC 1970 c. P-24)

*Canadian Bill of Rights* (SC 1960 c. 44, SC 1970-71-72 c. 38, sec. 29)

*Criminal Code* (RSC 1970 c. C-34)

*Crown Liability Act* (RSC 1970 c. C-38)

*Department of Justice Act* (RSC 1970 c. J-2)

*Escheats Act* (RSC 1970 c. E-7)

*Expropriation Act* (RSC 1970 c. E-19)

*Extradition Act* (RSC 1970 c. E-21)

*Federal Court Act* (RSC 1970 c. 10 [2nd Supp.] )

*Fugitive Offenders Act* (RSC 1970 c. F-32)  
*Interpretation Act* (RSC 1970 c. I-23)  
*Judges Act* (RSC 1970 c. J-1) (Rev. 77)  
*Law Reform Commission Act* (RSC 1970 c. 23 [1st Supp.])  
*Lords Day Act* (RSC 1970 c. L-13)  
*Narcotic Control Act* (RSC 1970 c. N-1)  
*Northwest Territories Act* (RSC 1970 c. N-22)  
*Official Secrets Act* (RSC 1970 c. O-3)  
*Petition of Right Act* (RSC 1970 c. P-12)  
*Regulations Act* (RSC 1970 c. R5)  
*Statutory Instruments Act* (see index RSC for application)  
*Supreme Court Act* (RSC 1970 c. S-19)  
*Tax Review Board Act* (SC 1970-71-72 c. 11)  
*Tobacco Restraint Act* (RSC 1970 c. T-9)  
*Yukon Act* (RSC 1970 c. 42, Part II, sec. 36)

# Anti-Inflation Appeal Tribunal

## Minister

Minister of Justice

## Principal Officers

Chairman .....	The Hon. Lucien Cardin, P.C., Q.C.
Members .....	F.J. Dubrule, Q.C.
	R. St-Onge, Q.C.
	D.E. Taylor, C.A.
	G. Tremblay, C.G.A.
Registrar .....	J.W.N. Delorme
Deputy Registrar .....	M.L. Artelle

## Historical Background

The Anti-Inflation Appeal Tribunal was established by the *Anti-Inflation Act*, Statutes of Canada 1974-75-76, c. 75, assented to December 15, 1975; amended by SC 1976, c. 98, assented to May 20, 1976.

## Overall Responsibilities

The Tribunal hears appeals from orders of the Administrator under the *Anti-Inflation Act*, sections 20, 21 and 22.

## Organization and Programs

In pursuance of the provisions of the *Anti-Inflation Act*, the Chairman of the Appeal Tribunal is appointed to hold office for a term of three years and each other member appointed to hold office for a term not exceeding four years. The Chairman and members of the Tax Review Board may accept and hold office as members of the Appeal Tribunal. Section 27(1) of the *Anti-Inflation Act* sets out the duties of the Chairman of the Anti-Inflation Appeal Tribunal as follows:

Section 27(1): "The Chairman of the Appeal Tribunal is the chief executive officer therefor and has supervision over and direction of the work of the Appeal Tribunal including (a) the apportionment of work among the members thereof and the assignment of a member or members to consider appeals taken to the Appeal Tribunal; (b) where the Appeal Tribunal sits in panels, the assignment of members to preside over such panels; and (c) generally, the conduct of the work of the Appeal Tribunal, the management of its internal affairs and the duties of the staff of the Appeal Tribunal."

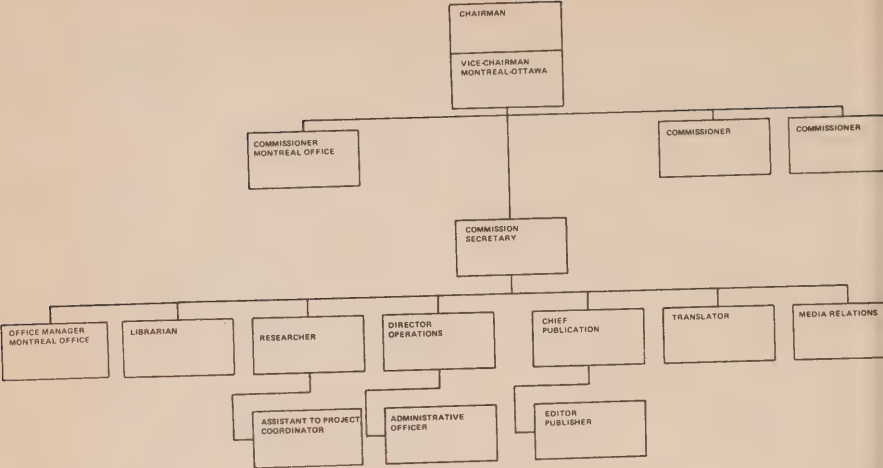
The Chairman of the Appeal Tribunal has appointed officers of the Tax Review Board to act as Registrar and Deputy Registrar respectively.

The principle office of the Appeal Tribunal is in the National Capital region. The Tribunal sits at such times and such places throughout Canada as are considered necessary by the Chairman for the proper conduct of its business.

The legal process through the Tribunal has been absorbed by the staff of the Tax Review Board. The Department of Justice provides administrative management in the areas of finance, personnel and material management and the appropriate officers of the Tribunal carry on a liaison with that Department. The Tribunal has no regional offices.



Law Reform Commission of Canada





# Law Reform Commission of Canada

## Head Office

Varett Building  
130 Albert Street  
Ottawa, Ontario  
K1A 0L6

## Minister

Minister of Justice

## Members of the Commission

Chairman, Francis C. Muldoon, Q.C. (6/84)	.....	Winnipeg, Man.
Vice-Chairman, Jean-Louis Baudouin, Q.C. (12/79)	.....	Montréal, Qué.
Full-time member,		
Gérard V. La Forest, Q.C. (4/81)	.....	Grand Falls, N.B.

## Historical Background

The Commission was established under the *Law Reform Commission Act* (RSC 1970 c. 23 [1st Supp]).

## Overall Responsibilities

The objects of the Commission are to study and keep under review on a continuing and systematic basis the statutes and other laws comprising the laws of Canada with a view to making recommendations for their improvement, modernization and reform, including, without limiting the generality of the foregoing:

- (a) the removal of anachronisms and anomalies in the law;
- (b) the reflection in and by the law of the distinctive concepts and institutions of the common law and civil law legal systems in Canada, and the reconciliation of differences and discrepancies in the expression and application of the law arising out of differences in those concepts and institutions;
- (c) the elimination of obsolete laws; and
- (d) the development of new approaches to and new concepts of the law in keeping with and responsive to the changing needs of modern Canadian society and of individual members of that society.

## Organization and Programs

The Commission ordinarily comprises the chairman, the vice-chairman, and three full-time commissioners. They are assisted by the secretary, charged with overall direction of administrative policy, organizing of committee meetings, and management of the public communications program, and by the director of operations responsible for general administration, contract negotiation and management, and financial management. Supporting the operations of the commission there is a staff providing communication, translation, library, secretarial, and clerical services.

## Law Research

The Commission's law research activity is carried out almost entirely by contract, usually with individuals but sometimes with institutions. Some researchers are stationed at the Commission headquarters in Ottawa and function, in effect, as the Commission's expert staff. The Commission conducts research and analysis of the laws and legal systems and institutions of Canada and those foreign countries which are of significant interest.

In pursuing its task of making recommendations for the improvement, modernization, and reform of the law, the Commission follows a work program encompassing the following broad topics: Criminal Procedure, Principles of Criminal Law, Administrative Law, Protection of Life, and Modernization of Statutes.

## Meetings

The Commission is required, by the Act, to meet at least six times per year. In practice, meetings take place more frequently for formulation of general policy, planning and scheduling of the work programme and related budgetary matters, consideration of research work and reviewing drafts for publications.

## Publications

In lieu of public hearings, the Commission employs publications as its means of communicating with the judiciary, the legal profession and the public at large. The Commission publishes background papers, study papers, and working papers to encourage public and professional comment before writing its final reports to Parliament.

## Criminal Procedure

The Criminal Procedure Project was established to study, evaluate, and make recommendations relating to the methods by which the state, through its officials and institutions, reacts to the Commission of offences under federal legislation. The scope of the project includes police powers, pre-trial procedures, jury trials, and non-prosecutorial methods of disposition. Although work has been done in all of these areas, the initial emphasis has been on pre-trial procedures resulting in papers on discovery in the criminal process and a recent report to Parliament entitled "Criminal Procedure — Part I". The focus of research has now shifted to two areas, sentencing procedures and police powers. The former concerns those procedures which take effect after a determination of guilt but before a sentence has been rendered by the court. On police powers the Commission is undertaking a major study of search and seizure, including police practice in searching with and without warrant, the use of writs of assistance, electronic surveillance, search powers outside the Criminal Code, and the impact of private security bodies on law enforcement. This will be followed by a study on arrest.

## Principles of Criminal Law

This project includes research on specific offences dealing with homicide and offences of violence. In the field of general principles the work involves consideration and re-drafting of the general part of the Criminal Code as regards criminal responsibility, defences, parties to offences and inchoate offences.

## Administrative Law Project

The Administrative Law Project carries out research and other related activities to identify and meet needs for reform in the laws and procedures that govern relationships between people and government. At this time, the project is directing its attention to the operations of independent federal administrative agencies, boards, commissions and tribunals that perform a wide range of functions from adjudicating individual rights and regulating economic activity to providing money or other benefits to certain persons or groups. Working papers on Commissions of Inquiry and on Judicial Review of Administrative Authorities by the Federal Court have been produced, circulated and commented upon, and reports to Parliament on these two subjects are now being prepared. In preparation for a general working paper and possible future reports on needs for reform in administrative law as it affects federal agencies, a series of study papers on individual agencies is being prepared by consultants to the Commission. Information from those agency studies and from a paper on Disclosure of Information, Confidentiality and Administrative Tribunals, is being used by the Commission in preparing parts of the general paper that treat such issues as administrative procedural justice, judicial review, accountability to Parliament and to Cabinet, and representations of interests before agencies. In the near future, the project will also focus more specifically on administrative procedure legislation or guidelines, institutional modes of monitoring administrative agency activities, and the use and effectiveness of administrative sanctions.

## Protection of Life

The Protection of Life project was established on a multi-disciplinary basis to evaluate the way present Canadian law relative to medical science and practice protects life and the quality of life, and to make proposals for reform should they be judged necessary. A series of study papers and working papers is in preparation now to be published as a prerequisite for a year of reactions, consultations and hearings. Subsequently the final analyses and proposals will be presented in a report to Parliament. The subjects under study include: definition of death, euthanasia, behaviour modification, experimentation and research on humans, treatment, informed consent, sterilization and the mentally retarded, sanctity and quality of life, meaning of the person in law. Although the primary area of concern for this project is the law within federal jurisdiction, particularly the Criminal Code, there exists the possibility that a need for legislative action in other fields may become apparent.

## Modernization of Statutes

The purpose of this project is to conduct a continuing review of matters falling within federal statute law, in line with the Commission's general responsibilities for modernization and adaptation of the laws of Canada. The work of the project differs in scale from other Commission's projects in that it focuses on small but important changes which may not require wide public consultation prior to Commission action. The Commission welcomes submissions or suggestions from the judiciary, the legal profession and the public concerning appropriate matters for reform under this project.

**Regional Offices** — none

**Additional Information** — to be addressed to the secretary.

**Parliamentary Committee** — Standing Committee on Justice and Legal Affairs.

**Auditor** — Auditor General of Canada.

# The Office of Commissioner for Federal Judicial Affairs

## Minister

Minister of Justice and Attorney General of Canada

## Principal Officers

Commissioner for Federal Judicial Affairs

Deputy Commissioner

Administrator of the Federal Court of Canada

Secretary, Canadian Judicial Council

Editor, Federal Court Reports

Solomon Samuels, Q.C.

André Laframboise

Walter C. Collier

Pierre Chamberland

Florence Rosenfeld

## Historical Background

The Office of Commissioner for Federal Judicial Affairs was created in 1977 by Part III of the *Judges Act* (RSC 1970, c. J-1 as amended by SC 1976-77, c. 25).

## Overall Responsibilities

The Commissioner's principal duty is to administer Part I of the *Judges Act* which provides for salaries, pensions and allowances for federally appointed judges. He is also responsible for administrative matters relating to the Federal Court of Canada and the Canadian Judicial Council. He has been assigned responsibility for the editing and publication of the Federal Court Reports as well as language training for judges.

## Organization and Programs

The Commissioner exercises his responsibility through four principal groupings: Central Services, Federal Court Administration, the Secretariat of the Canadian Judicial Council and Federal Court Reports.

### Central Services

The Deputy Commissioner acts for the Commissioner during his absence on all matters within his area of responsibility. He also ensures the provision of central financial, administrative and personnel services including compensation, administration and language training for judges.

### Federal Court Administration

The Administrator, Federal Court of Canada is responsible for the administration of Court premises and Court process. This is carried out through the provision of Court facilities and support staff at Ottawa as well as at Halifax, Montreal, Toronto, and Vancouver.

### Secretariat of the Canadian Judicial Council

The Canadian Judicial Council was established by Part II of the *Judges Act* for the purpose of promoting efficiency and uniformity, and to improve the quality of judicial service, in superior and county courts. There is a small secretariat to service the Council.

## Federal Court Reports

The Editor, Federal Court Reports is responsible for editing and publishing appropriate Federal Court Cases.

**Additional Information** — may be obtained from the Commissioner or the Deputy Commissioner.

**Parliamentary Committee** — Standing Committee on Justice and Legal Affairs.

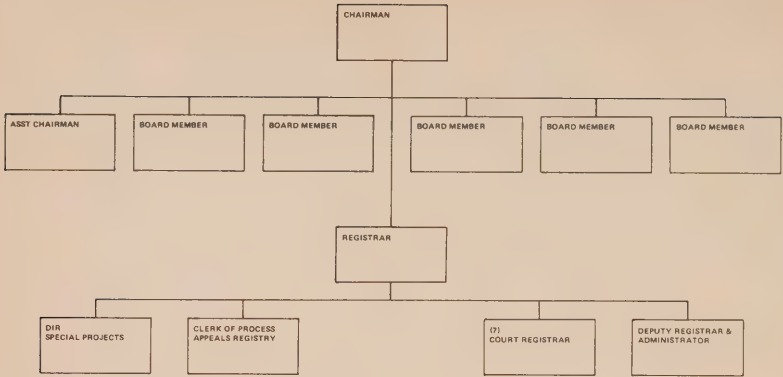
**Auditor** — Auditor General of Canada.

**Statutes** — the *Judges Act* RSC 1970, c. J-1, as amended.





Tax Review Board



# Tax Review Board

## Head Office

381 Kent Street  
Ottawa, Ontario  
K1A 0M1

## Minister

Minister of Justice

## Members of the Board

Chairman ..... The Hon. Lucien Cardin, P.C., Q.C.  
Assistant Chairman ..... F.J. Dubrule, Q.C.  
Members  
    Roland St-Onge, Q.C.  
    Delmer E. Taylor  
    Guy Tremblay

## Principal Officers

Registrar ..... Paul H. McCann  
Deputy Registrar ..... Norman Delorme

## Historical Background

An Income Tax Appeal Board was established by section 22 of *An Act to amend the Income War Tax Act* (SC 1946 c. 55) to hear and determine appeals instituted by taxpayers from income tax and gift tax assessments for 1946 and subsequent years. By Section 22 of *An Act to amend the Income Tax Act* (SC 1958 c. 32) the name of the Board was changed to the Tax Appeal Board.

By the *Tax Review Board Act* (SC 1970-71-72 c. 11), which was proclaimed to take effect as of December 15, 1971, a board to be known as the Tax Review Board was created, but section 18 of the Act declared that the former Tax Appeal Board and the new Tax Review Board were, for all purposes, one and the same body. (The main differences between the former Tax Appeal Board and the Tax Review Board are that written reasons for judgment need not be given by the Tax Review Board unless it deems it to be in the public interest to do so, the practice being to give oral reasons at the conclusion of the hearing; and the members are appointed to hold office until age 70 and not for a period of years as were members of the Tax Appeal Board. Another innovation is that the members are now entitled to a pension pursuant to the *Judges Act*.)

## Overall Responsibilities

The board's objective is to provide an easily accessible and independent tribunal for the informal and expeditious disposition of disputes between taxpayers and the Minister of National Revenue. It is the board's duty to hear and dispose of appeals on matters arising under the *Income Tax Act*, the Canada Pension Plan, the *Estate Tax Act*, and any other Act of Parliament in respect of which an appeal to the board is provided by the legislation.

## Organization and Programs

The board consists of a chairman and assistant chairman, (each of whom must have been either a judge of a superior court of Canada or of a superior, county or district court of a province, or a barrister or advocate of not less than ten years' standing at the bar of any of the provinces), and not less than one nor more than five other members. At any given point in time, either the chairman or the assistant chairman must have been a judge of the Superior Court of Québec or a member of the bar of that province.

The chairman, as the chief executive officer, supervises the apportionment of the work among the members and assigns the members to preside individually at hearings of the board. As well, the chairman exercises general supervision over the conduct of the work of the board, the management of its internal affairs, and the duties of its staff.

### Registrar

The registrar, with the assistance of his deputy, supervises the day-to-day business of the board, handles telephone enquiries and deals with incoming and outgoing correspondence in connection with all legal matters brought before the board for determination.

The policy is to have one assistant deputy registrar for each sitting member of the board including the chairman and assistant chairman. Their main duty is to accompany individual members on out-of-town sittings and assist them in every possible way. They keep an official record of the proceedings, and record and safeguard all documents and exhibits filed with the board by the parties until the material can be turned over to the Appeals Registry at head office.

### Appeals Registry

The Appeals Registry is the custodian of all relevant documents. This includes control, retention, and disposition (e.g. some are transferred to the Federal Court of Canada — Trial Division, some are returned to the involved parties, others may be sent to the *Dead File Storage Unit* of the Public Archives).

### Special Projects Unit

The unit undertakes special projects assigned to it by the board members. (Particular emphasis is on research and studies on special aspects of income tax law, together with accurate citations for any relevant jurisprudence).

### Annual Report

Section 17 of the *Tax Review Board Act* requires the board submit an annual report to the Minister of Justice for tabling in both the House of Commons and the Senate.

## Regional Courts

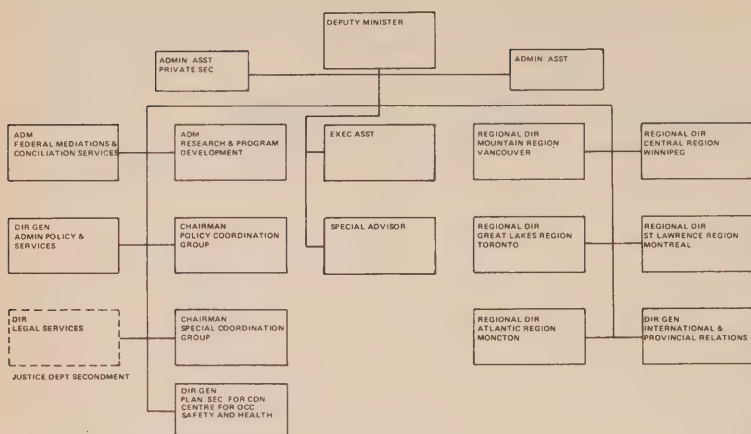
Although the board has its own court accommodations in Vancouver, Montréal, Toronto, and London (Ontario), no staff members are present at these locations unless the board is in session. Its members sit in every province of Canada at least once a year, hold frequent sittings in Vancouver, and usually sit monthly (except for July and August) at Montréal and Toronto. As a general rule, its sittings are conducted in cities where District Taxation Offices are located. (See Department of National Revenue [Taxation] for listings.) Special sittings for complicated or unduly long cases may be arranged upon request.

**Additional Information** — may be obtained from the registrar.

**Parliamentary Committee** — Standing Committee on Justice and Legal Affairs.

**Auditor** — Auditor General of Canada.

# Department of Labour



# Department of Labour

## Head Office

2 Place du Portage  
Hull, Québec

## Mailing Address

Ottawa, Ontario  
K1A 0J2

## Minister

Minister of Labour

## Principal Officers

Deputy Minister .....	Thomas M. Eberlee
Assistant Deputy Ministers .....	W.P. Kelly
	H.L. Laframboise

## Historical Background

The Department of Labour, now known as Labour Canada in accordance with the Federal Identity Program, was established by the *Conciliation Act* (SC 1900 c. 24), now the *Department of Labour Act* (chapter L-2, R.S.C. 1970).

## Overall Responsibilities

Under this Act the department is authorized to:

- (a) collect, digest and publish in a suitable form, statistical and other information relating to the conditions of labour;
- (b) institute and conduct inquiries into important industrial questions.

The department's aims and objectives are stated in its newly defined role; namely, to promote and protect:

- the rights of parties involved in the world of work;
- a working environment conducive to physical and social well-being;
- a fair return for efforts in the workplace; and in all cases ensure equitable access to employment opportunities.

## Organization and Programs

Since a re-organization and decentralization in 1975-76, the department has pursued three major programs: industrial relations, safety of employees and labour standards. Its functions are carried out by five regions and fifteen branches at national headquarters: Mediation and Conciliation, Program Planning and Technical Support, Arbitration Services, Labour Data, Employment Relations, Occupational Safety and Health, Central Analytical Services, Library and Information Services, International and Provincial Relations, Security, Personnel, Operational Services, Finance, Data Processing, Public Relations.

## Mediation and Conciliation Branch

This Branch, one of three components of the Federal Mediation and Conciliation Service (FMCS), plays a key role in the administration of those provisions of the *Canada Labour Code* Part V — Industrial Relations relating to the settlement of collective bargaining and other types of industrial relations disputes in federal-jurisdiction industries. The functions of the branch include the appointment of conciliation officers and the establishment of Industrial Inquiry Commissions in labour-management disputes; the branch also provides the services of industrial relations consultants who apply the techniques of preventive mediation to areas of potential industrial unrest. The branch comprises a headquarters staff and six field offices: St. John's, Nfld.; Halifax, N.S.; Montréal, Qué.; Toronto, Ont.; Winnipeg, Man.; and Vancouver, B.C.

## Program Planning and Technical Support Branch

As part of the FMCS, the branch provides operational research support to mediation and conciliation officers, and assists the ADM, FMCS in industrial relations policy development.

## Arbitration Services Branch

Collective agreements governed by the *Canada Labour Code* Part V are required by Section 155 to contain a provision for the final settlement without work stoppage, by arbitration or otherwise, of all differences concerning their interpretation, application, administration or alleged violation. This branch processes requests for the appointment of arbitrators and arbitration board chairmen when the parties have been unable to agree on a selection.

## Labour Data Branch

This Branch produces, for the department and other federal departments and agencies, labour-related data for policy, research and pay determination purposes. To provide the provinces with the detailed geographic data they need, without putting an increased burden on survey respondents, the branch has arrangements to supply provincial governments with data from its surveys. The branch has three divisions: Collective Bargaining, Labour Organizations and Disputes, and Surveys.

## Employment Relations Branch

This branch develops policies and programs directed toward the improvement of labour-management relationships and the quality of working life. It is studying ways to achieve more effective worker participation in the solution of health and safety problems at the workplace, and is evaluating other countries' ideas on industrial democracy. The branch assists labour and management in their joint consultation efforts.



## Occupational Safety and Health Branch

This branch, under authority of the *Canada Labour Code* Part IV (Safety of Employees), develops national safety standards, provides technical consulting services to other federal departments, evaluates health hazards, and administers the Regulations under the Code, of which there are nineteen. The branch also administers two other statutes and a new accident compensation plan: the *Government Employees Compensation Act*, which provides workers' compensation coverage for employees of federal departments and agencies; the *Merchant Seamen Compensation Act*, which provides compensation coverage for seamen employed on Canadian-registered ships; and the Penitentiary Inmates Accident Compensation Terms and Conditions (approved by Order-in-Council, dated October 6, 1977).

## Central Analytical Services Branch

This branch maintains a professional analytical capacity in labour economics and labour legislation, provides library and information retrieval services, and designs and implements management reporting systems. It is also the location of the planning unit for the proposed Collective Bargaining Information Centre. It has four divisions: Economic Analysis, Legislative Analysis, Library Services, and the Planning Unit, C.B.I.C.

## International and Provincial Relations Branch

Canada's tripartite participation in the International Labour Organization is co-ordinated by this branch, which also promotes and co-ordinates an effective relationship in the labour field between federal and provincial governments. The International Labour Standards Division monitors the progress by federal and provincial jurisdictions in the implementation of ILO Conventions to determine the action needed to achieve full compliance with the Conventions relevant to Canada and thus, enable Canada to ratify them. The branch prepares replies to ILO questionnaires. A division of the branch co-ordinates the activities of Canada's Labour Counsellors in Washington, London and Brussels.

## Personnel Branch

This branch is responsible for the department's personnel relations: human resources, classification, pay, staff relations and employee services. In addition, it looks after the department's official languages plan, language training and the equal opportunity program.

## Operational Services Branch

This branch supervises several services: accommodation, material services, word processing, graphics and design, printing, forms control, records management, storage and mail and distribution.

## Finance Branch

This branch handles accounting, allotment control, program forecasts, estimates and budgets.

## Data Processing Branch

This branch provides automated systems support for the department's programs.

## Public Relations Branch

This branch draws public attention to and encourages public support for the department's programs and services. The branch is responsible for media relations, audiovisual services, editorial and creative writing services, and publishing. It produces the department's annual report.

### Statutes

The Minister is responsible for the:

*Canada Labour Code* (RSC 1970 c. L-1)

Part III (*Labour Standards*)

Part IV (*Safety of Employees*)

Part V (*Industrial Relations*)

*Department of Labour Act* (RSC 1970 c. L-2)

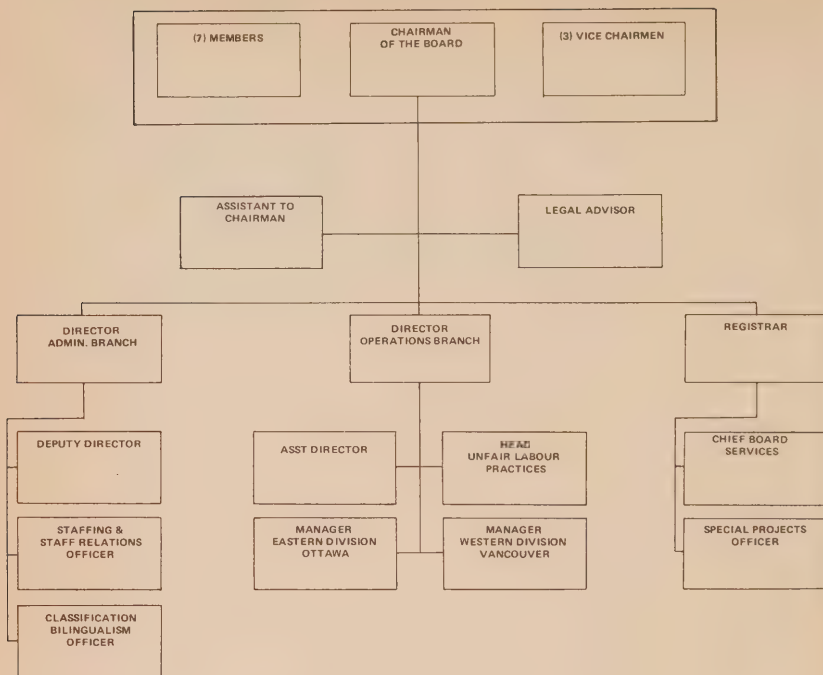
*Fair Wages and Hours of Labour Act* (RSC 1970 c. L-3)

*Government Employees Compensation Act* (RSC 1970 c. G-8)

*Merchant Seamen Compensation Act* (RSC 1970 c. M-11) as amended by RSC 1970 c. 19 (2nd Suppl.)



# Canada Labour Relations Board



# Canada Labour Relations Board

## Head Office

Lester B. Pearson Building  
125 Sussex Drive  
Ottawa, Ontario  
K1A 0X8

## Minister

Minister of Labour

## Members of the Board

Chairman, Marc Lapointe, Q.C. (1/83) ..... Montréal, Qué.

### Vice-chairmen

James E. Dorsey (2/87) ..... Vancouver, B.C.

Claude H. Foisy (1/88) ..... Montréal, Qué.

### Members

W.F. Cleve Kidd (8/79) ..... Toronto, Ont.

Lorne E. Shaffer (8/79) ..... Vancouver, B.C.

Norman Bernstein (3/80) ..... Montréal, Qué.

Robert Arseneau (3/80) ..... Fredericton, N.B.

Jacques Archambault (10/81) ..... Montréal, Qué.

Hugh R. Jamieson (8/83) ..... Winnipeg, Alta.

## Principal Officers

Registrar ..... George A. Lane

Director of Operations ..... Kenneth Dewitt

Director of Administration ..... Georges Champagne

## Historical Background

The present Canada Labour Relations Board was established on March 1st, 1973, under the provisions of the *Canada Labour Code* (RSC 1970 c. L-1, Part V, and amended by SC 1972 c. 18 and SC 1978 c. 8). The Board is designated as a department within the meaning and purpose of the *Financial Administration Act* (OIC P.C. 1973-586, 13 Mar 1973).

## Overall Responsibilities

The aim of the board is to contribute to and promote effective industrial relations in any work, undertaking or business that falls within the authority of the Parliament of Canada.

The Board consists of a Chairman, a Vice-Chairman, up to four additional Vice-Chairmen and from four to eight Board Members, all of whom are appointed by the Governor-in-Council and prohibited from holding any other office or employment in respect of which remuneration is received.

The Board exercises statutory and regulatory powers relating to:

- (a) the acquisition, modification and termination of bargaining rights;
- (b) the structuring of bi-party and multi-party bargaining relationships;
- (c) the investigation, mediation and adjudication of complaints alleging contraventions of provisions of Part V of the Canada Labour Code;

- (d) the definition of technological changes susceptible of affecting the terms, conditions and security of employees and the exercise of ancillary remedial authority;
- (e) the declaration of unlawful strikes or lockouts and exercising a mediative and adjudicative function to grant relief to parties that accords with the attainment of the objects set out in the Preamble to Part V of the Canada Labour Code;
- (f) reviewing decisions relating to safety that are referred to the Board under Part IV of the Canada Labour Code;
- (g) in limited circumstances, settling the terms of the first collective agreement;
- (h) the provision of advice and recommendations relative to statutory and regulatory powers of the Board; and
- (i) the provision of administrative services to these ends.

The Board has issued the Canada Labour Relations Board Regulations governing applications and procedures.

### **Regional Offices**

Eastern Region  
Suite 918  
Barrington Tower  
Scotia Square  
Halifax, Nova Scotia  
B3J 2A8

Central Region  
Suite 1040  
One Lakeview Square  
155 Carlton Street  
Winnipeg, Man.  
R3C 3H8

Quebec Region  
Suite 1912  
P.O. Box 548  
International Aviation Plaza  
1000 Sherbrooke Street, West  
Montreal, Que.  
H3A 2P2

Western Region  
12th Floor  
1090 West Pender Street  
Vancouver, B.C.  
V6E 2N7

Ontario Region  
Suite 1102  
40 University Avenue  
Toronto, Ontario  
M5J 1T1

**Additional Information** — Chief, Information Services, Head Office.

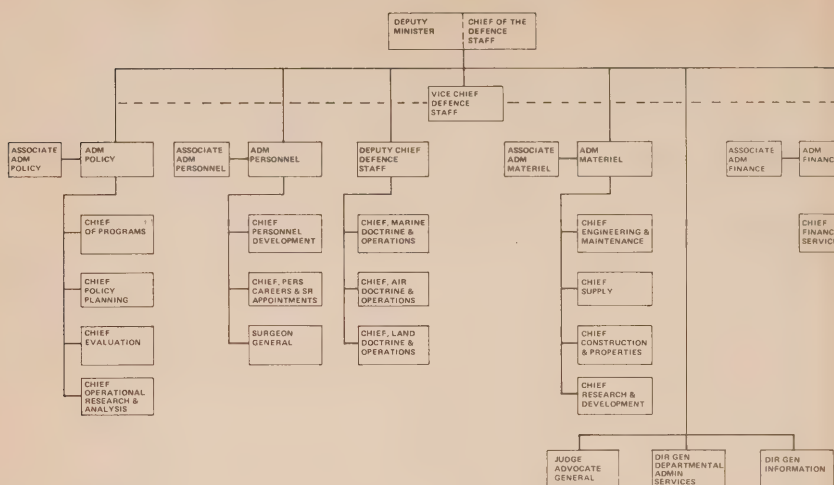
**Parliamentary Committee** — Standing Committee on Labour, Manpower and Immigration.

**Auditor** — Auditor General of Canada.





# Department of National Defence (Headquarters)



# Department of National Defence

## Head Office

101 Colonel By Drive  
Ottawa, Ontario  
K1A 0K2

## Minister

Minister of National Defence

## Principal Officers

Deputy Minister .....	C.R. Nixon
Chief of the Defence Staff .....	Admiral R.H. Falls
Vice Chief of the Defence Staff .....	Lieut Gen R.M. Withers
Deputy Chief of the Defence Staff .....	Lieut Gen K.E. Lewis
Asst Deputy Minister (Policy) .....	E.P. Black
Assoc/Asst Deputy Minister (Policy) .....	Maj Gen N.G. Trower
Asst Deputy Minister (Personnel) .....	Lieut Gen J.C. Smith
Assoc/Asst Deputy Minister (Personnel) .....	W.R. Green
Asst Deputy Minister (Materiel) .....	L.G. Crutchlow
Assoc/Asst Deputy Minister (Materiel) .....	Rear Adm J. Allan
Director General Information .....	Brig Gen L. Farrington
Director General Departmental Administrative Services .....	Brig Gen C.J. Gauthier

## Historical Background

The Department of National Defence was created in 1922 by the *National Defence Act* (now RSC 1970 c. N-4, as amended). The 1922 Act established one civil department in place of the previous Department of Militia and Defence (formed in 1868), the Department of the Naval Service (formed in 1910), and the Air Board (formed in 1920).

In July 1965, Naval Service Headquarters, Army Headquarters, and Air Force Headquarters were amalgamated to form the "Canadian Forces Headquarters" (CFHQ).

The *Canadian Forces Reorganization Act* proclaimed in force 1 Feb. 1968, "unified" the Royal Canadian Navy, the Canadian Army, and the Royal Canadian Air Force into a single "service" called the Canadian Armed Forces.

## Overall Responsibilities

The Minister of National Defence is responsible for the control and management of the Canadian Armed Forces, the Defence Research Board, and all matters relating to national defence including certain civil defence. He also is responsible for the construction and maintenance of all defence establishments and facilities required for the defence of Canada.

## **Organization and Programs**

### **Deputy Minister**

The deputy minister is the senior public servant in the department and the principal civilian adviser to the Minister on all departmental affairs. He is responsible for ensuring that all policy directives emanating from the government are reflected in the administration of the department, and in military plans and operations.

### **Chief/Defence Staff**

The Chief of the Defence Staff, the Minister's senior military adviser, is charged with the control and administration of the Canadian Forces. He is responsible for the effective conduct of military operations and the readiness of the Canadian Forces in order to meet the commitments assigned to the department by the government.

### **Defence Research Board**

The Chairman of the Defence Research Board is responsible for advising the Minister on all matters relating to scientific, technical, and other research and development that may affect the defence of Canada.

### **Vice Chief/Defence Staff**

The Vice Chief of the Defence Staff is the principal assistant and adviser to both the Deputy Minister and the Chief of the Defence Staff. The Vice Chief coordinates the activities of the Headquarters' Groups, and authorizes the assignment of the department's financial, manpower, and materiel resources to approved programs and activities. He acts for the Chief of the Defence Staff in his absence.

### **Policy**

The Assistant Deputy Minister (Policy) is responsible for: recommending defence objectives and policy options; acting as principal departmental spokesman at the official level on matters of policy planning; and ensuring that departmental planning and Canadian Armed Forces structure proposals provide a realistic and harmonious relationship between objectives, tasks and resources. He acts for the Deputy Minister in his absence.

### **Personnel**

The Assistant Deputy Minister (Personnel) is responsible for: developing military and civilian personnel policies and administering a comprehensive personnel administration program; ensuring that personnel establishments, actual strengths, and manpower requirements are harmonized within approved policy and budgets; maintaining liaison with reference to departmental personnel policies with other government departments and agencies, other levels of government, other governments, and with industry and universities; and administering a program for the education of dependents.

## Finance

The Assistant Deputy Minister (Finance) is responsible for: directing the financial administration of the department and for the preparation of related financial, regulatory, and procedural material required within the department or by outside agencies; coordinating and guiding the development and implementation of management information systems; providing management services within the department, including advisory, audit, financial, accounting, and automatic data processing services.

## Materiel

The Assistant Deputy Minister (Materiel) is responsible for:

- (a) the development, engineering, procurement, storage, issue, maintenance, and disposal of systems, equipment, and materiel;
- (b) providing an integrated logistics system to the Canadian Forces including supply, maintenance, ammunition, transport and postal facilities and services; and
- (c) developing and implementing departmental policies relating to the acquisition and management of real property, construction and maintenance of building and facilities, and associated utilities.

## Deputy Chief/Defence Staff

The Deputy Chief of the Defence Staff is responsible to the Vice Chief of the Defence Staff for:

- (a) the effective and efficient performance of the operations of the Canadian Forces;
- (b) providing operational information, advice and guidance required for planning the future employment, structure and operational requirements of the Canadian Forces;
- (c) coordinating and guiding the implementation of approved changes to the Canadian Force's structure;
- (d) acting as the central planning, controlling and coordinating agency for all current operational activities of the Forces;
- (e) ensuring the efficient employment of resources in carrying out these activities; and
- (f) preparing and coordinating annual training plans.

## Judge Advocate General

The Judge Advocate General is responsible for the administration of military justice in the Canadian Armed Forces. He is also the legal adviser to the department, the Canadian Forces, and the Defence Research Board.

## Information

The Director General (Information) is responsible for the dissemination of information on defence matters to the public, the Canadian Forces, and civilian staffs of the department. He prepares answers to parliamentary questions and also plans and coordinates community relations programs.

## Departmental Administrative Services

The Director General (Departmental Administrative Services) is responsible for providing those common administrative services required for the functioning of the department in general, and for the National Defence Headquarters in particular.

## Canadian Armed Forces

### Commands

Maritime Command:

Commander — Vice Admiral A.L. Collier

Commander (Pacific) — Rear Admiral M.A. Martin

Mobile Command:

Commander — Lieut Gen J.J. Paradis

Air Command:

Commander — Lieut Gen W.K. Carr

Canadian Forces Europe:

Commander — Maj Gen C.H. Belzile

Canadian Forces Communication Command:

Commander — Brig Gen R.N. Senior

The Canadian Armed Forces are organized on a functional basis to reflect the major commitments assigned by the government and are formed into National Defence Headquarters and five major Commands reporting to the Chief of the Defence Staff. The role of the five Commands are:

### Mobile Command

Provision of ground forces for the protection of Canadian territory, combat forces in Canada for support of overseas commitments, and forces for support of United Nations or other peacekeeping operations.

### Maritime Command

Provision of sea forces on the Atlantic and Pacific coasts for the defence of Canada, anti-submarine defence in support of NATO. Support to Canadian Military operations and the conduct of search and rescue operations within the Atlantic and Pacific search and rescue areas. Maritime Command also has operational control of Maritime aircraft.

### Air Command

Provision of operationally ready air forces to national, continental and international commitments which include maintenance of sovereignty in Canada's air space, contribution to NORAD, airlift resources, search and rescue aircraft, management of maritime aircraft and in addition is responsible for training common to more than one command.

### Canadian Forces Communication Command

Manages, operates and maintains strategic communications for the Canadian Forces and, in emergencies for the federal and provincial governments.

## Canadian Forces Europe

Canadian Forces allocated to support NATO in Europe consisting of land and air elements.

### Regions

The following Commanders have been assigned responsibilities relating to the employment of the Canadian Forces in the maintenance of law and order and in the provision of various forms of assistance to provincial and municipal authorities, within the geographic regions indicated:

<b>Commanders</b>	<b>Region</b>
Maritime Command	Atlantic
Mobile Command	Eastern
Air Command	Prairie
Maritime Command (Pacific)	Pacific
Northern Region Headquarters	Northern

### Statutes

The Minister is responsible for administering the following statutes:

*Aeronautics Act* (RSC 1970 c. A-3, Part 1, sec. 2)

*Canadian Forces Superannuation Act* (RSC 1970 c. C-9) as amended

*Defence Services Pension Continuation Act* (RSC 1970 c. D-3) as amended

*National Defence Act* (RSC 1970 c. N-4) as amended

*Visiting Forces Act* (RSC 1970 c. V-6) as amended

# Defence Construction (1951) Limited

## Head Office

Kenson Building  
225 Metcalfe Street  
Ottawa, Ontario  
K1A 0K3

## Minister Designated

Minister of National Defence

## Board of Directors

Chairman, this office is always held by the Company's president.

### Directors

A.W. Allan	ADM (Science and Engineering Procurement) Dept. of Supply and Services
Major-General Richard E. Ashton	Chief, Construction and Properties, Department of National Defence
Lewis G. Crutchlow .....	ADM (Materiel) Department of National Defence
Lawrence E. Davies .....	ADM (Finance) Department of National Defence
Lieutenant-General Jean J. Paradis	Commander Mobile Command Department of National Defence

## Principal Officer

President and General Manager ..... Alan G. Bland

## Historical Background

Defence Construction Limited, the predecessor to the present Company, was established in 1950 to contract for major military construction and maintenance projects required by the Department of National Defence. Defence Construction (1951) Limited was incorporated in 1951 under the authority of the *Defence Production Act* to assume this function. In 1965 the control and supervision of Defence Construction (1951) Limited (DCL) was transferred from the Minister of Industry to the Minister of National Defence (OIC P.C. 1965-1428, August 1965).

The Company is designated as an agency corporation (Schedule C) within the meaning and purpose of the *Financial Administration Act*. The Company is an agent of Her Majesty.

## Overall Responsibilities

The Company's prime responsibility is the construction of defence projects. This includes not only the calling and review of all tenders and subsequent contract awards, but also the supervision of actual construction work in the field, and the administration of all projects which involve new construction as well as the repair and maintenance (renovation) of existing capital plants. In addition, the company arranges contracts with consulting engineering and architectural firms on behalf of the Department of National Defence.



## Organization and Programs

More specifically, the Company's operations cover defence projects in Canada for DND and defence projects in Germany for DND under the NATO Status of Forces Agreement.

In addition, DCL provides, upon request, advice and assistance to other government departments and agencies with respect to construction matters.

At Head Office in Ottawa, policy is determined and the overall operation is directed by the President and General Manager. Under the direction of the President, the Chief of Consultant Contracts is responsible for negotiating and processing awards for consultant contracts.

## Engineering Division

This division is responsible for the administration of both construction and repair and maintenance contracts. This includes the calling and review of tenders, the preparation of Treasury Board submissions where required, the award of the contract, and the supervision of the work including certification for payment of work completed.

## Treasurer's Division

This division prepares the Company's annual estimates, monitors all expenditures against such estimates, audits, approves and processes all progress claims made from funds provided for the construction and consultant programs of the Department of National Defence and receives security deposits submitted by contractors for the Receiver General for Canada. The statistics issued by the Company emanate from this division which is also responsible for the general office services in support of the Company's administrative and technical functions.

## Personnel Division

This division is responsible for the personnel activities of the company which include advising on staff relations and the administration of personnel, including recruiting, selection, classification, training, promotion and employee benefits.

## Secretary's Office

The Secretary's Office is responsible for the control of all administrative procedures and operations.

### **Branch Offices**

#### **European Region**

Headquarters  
Canadian Forces Europe  
CFPO 5000  
Lahr, West Germany

#### **Atlantic Region**

P.O. Box 126  
Halifax, N.S.  
B3J 2M4

#### **Québec Region**

241 St. Charles Street West  
Longueuil, Qué.  
J4H 1E1

#### **Ontario Region**

1107 Avenue Road  
Toronto, Ont.  
M5N 2E4

#### **Prairie Region**

P.O. Box 166  
CFB Winnipeg  
Westwin, Man.  
R2R 0T0

#### **Pacific Region**

Room 263  
4050 West 4th Avenue  
Vancouver, B.C.  
V6R 1P5

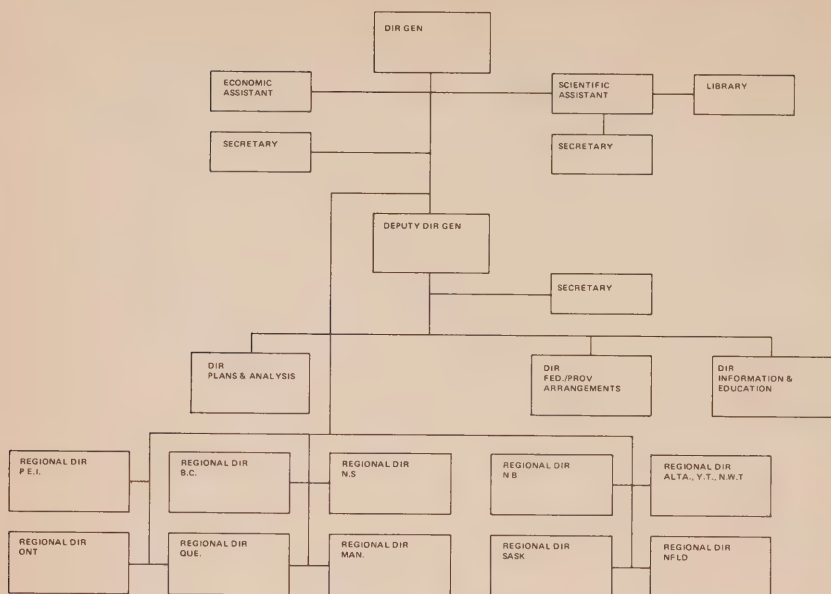
**Additional Information** — Enquiries should be addressed to the secretary.

**Parliamentary Committee** — External Affairs and National Defence.

**Auditor** — Auditor General of Canada.



# National Emergency Planning Establishment



# National Emergency Planning Establishment

## Head Office

Lester B. Pearson Building  
3rd Floor, Tower B  
Ottawa, Ontario  
K1A 0W6

## Minister

Minister of National Defence

## Principal Officer

Director General ..... Victor J. Walton

## Historical Background

On March 12, 1974, the Prime Minister announced the formation of the National Emergency Planning Establishment (NEPE) to replace the Canada Emergency Measures Organization. The following year 1975, in conformity with the Federal Identity Program, NEPE became commonly known as Emergency Planning Canada (EPC).

The Emergency Measures Organization was established within the Privy Council Office on June 1, 1957. On May 28, 1959, a federal government order placed the Emergency Measures Organization under the Prime Minister and defined the civil defence responsibilities of National Defence, National Health and Welfare, and Justice departments. Under this order, the EMO assumed, in addition to its government and resource management planning, the responsibilities of the Civil Defence Branch which ceased to exist. Order-in-Council P.C. 1963-993 of June 27, 1963, transferred responsibility for the EMO to the Minister of Defence Production. Two years later Order-in-Council P.C. 1965-1041 approved the Civil Emergency Measures Planning Order and placed the organization under the Minister of Industry. Orders-in-Council 1968-1302 and 1968-1580 transferred responsibility for civil emergency planning from the Minister of Industry to the Minister of National Defence.

EMO was originally created to initiate and co-ordinate the civil aspects of defence policy delegated to federal departments and agencies to meet the threat of nuclear war.

## Overall Responsibilities

The primary role of Emergency Planning Canada (EPC) is to co-ordinate federal government planning aimed at mitigating and recovering from the adverse effects of disaster or emergency. Federal direction is provided by the Interdepartmental Committee of Emergency Preparedness consisting of ten deputy ministers. The Committee in turn advises the Cabinet and is served by EPC through the Privy Council Office.

Emergency Planning Canada has an extended role to co-ordinate and assist planning to ensure that the federal government is ready to meet the effects of natural or man-made disasters, thereby safeguarding the health, life and property of Canadians. Such planning is part of the normal responsibilities of federal government departments, Crown corporations and agencies. A Regional Director in each provincial capital under direction of the Director General of EPC maintains contact with other federal government departments and with provincial and municipal governments.

EPC promotes the emergency preparedness of the federal government and encourages other levels of government to plan by providing financial assistance for approved emergency planning projects; making arrangement for federal assistance to provinces to offset costs resulting from emergencies; sponsoring courses for representatives from the public and private sector; participation in national and international exercises; and conducts an information and research program.

Civil emergency preparedness extends beyond the borders of Canada to nations abroad including the United States and NATO. The Director General of EPC represents Canada on NATO's Senior Civil Emergency Planning Committee and Civil Defence Committee. EPC also provides for a permanent attaché to the Canadian Ambassador to NATO in Brussels, Belgium.

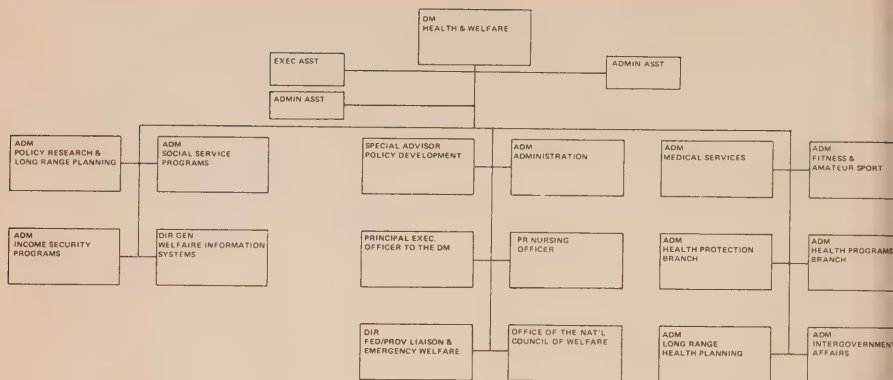
### **Administration and Direction**

EPC is attached for purposes of administration to the Department of National Defence but receives functional direction from the Privy Council Office.





# Department of National Health and Welfare



# Department of National Health and Welfare

## Head Office

Brooke Claxton Building  
Tunney's Pasture  
Ottawa, Ontario  
K1A 0K9

## Minister

Minister of National Health and Welfare

## Principal Officers

Deputy Minister of National Health and Welfare

Bruce S. Rawson

## Historical Background

The department, established in 1944 by the *Department of National Health and Welfare Act* (now RSC 1970 c. N-9), was originally formed in 1919 as the Department of Health. In 1928, this department merged with the Department of Soldiers' Civil Re-establishment in order to form the Department of Pensions and National Health. This department was replaced in 1944 by the Department of National Health and Welfare, and the Department of Veterans Affairs.

## Overall Responsibilities

The Minister has charge of matters relating to the promotion and preservation of the health, social security, and social welfare of Canadians. Under the authority of the Act, the Minister is responsible for:

- (a) investigation and research into public health and welfare;
- (b) the inspection and medical care of immigrants and seamen, and the provision of medical services for, and in conjunction with, the Canadian Coast Guard Service;
- (c) the supervision of public health facilities on railway, water, and all other forms of transportation;
- (d) the enforcement of rules and regulations made by the International Joint Commission relating to public health;
- (e) the promotion and conservation of the health of public servants, and other government employees;
- (f) the collection, publication and distribution, subject to the provisions of the *Statistics Act*, of information relating to public health, improved sanitation, and social and industrial conditions affecting the health of Canadians; and
- (g) co-operation with provincial authorities with a view to coordinating efforts made or proposed; preserving and improving the public health; and providing for the social security and welfare of the people of Canada.

## Organization and Programs

The department is composed of two broad sectors: Health and Welfare. Each sector is sub-divided into a number of branches.

## **Health**

### **Medical Services Branch**

The branch provides the services of health treatment, education, or assessment of various categories of persons. The principal activities are: Indian and Northern Health Services, Civil Aviation Medicine, Public Service Health, Immigration Medical Service, Quarantine and Regulatory, Prosthetic Services, and Emergency Health Services.

#### **Indian Health Service**

The objective of the service is to provide or arrange for health services for eligible Registered Indians, in order to assist them in achieving a standard of health comparable to that of other Canadians. The development and extension of provincial hospitalization and medical care plans has facilitated the achievement of this objective in built-up areas of the provinces. However in more remote locations, Medical Services operates a number of nursing stations and other health facilities with back-up support from departmental hospitals at Moose Factory, and Sioux Lookout, Ontario; Norway House, and Hodgson, Manitoba; Fort Qu'Appelle, Saskatchewan; Cardston, and Edmonton, Alberta.

#### **Northern Health Services**

The service provides or arranges for health services for residents of the Yukon and Northwest territories in order to assist them in achieving a standard of health comparable to that of other Canadians. The Regional Directors of the Northwest Territories and the Yukon Territory are also the principal medical advisers to the territorial government commissioners. Departmental hospitals operate at Whitehorse and Mayo in the Yukon and at Inuvik, Frobisher, and Fort Simpson in the Northwest Territories. The department also provides a number of nursing stations and other health facilities throughout the territories.

#### **Civil Aviation Medicine**

This activity assists the Department of Transport in the promotion of safe aviation in Canada by ensuring the fitness of aviation personnel and by assisting in accident investigation and safety training. Advice and assistance is also provided in aeromedical research and development.

#### **Public Service Health**

The activity promotes and conserves the health of federal public servants and other federal government employees by health counselling and examination services; to provide advice on health matters to line managers; and to provide or arrange for emergency treatment of illness or accidental injury. This service is provided by branch medical and para-medical personnel.

#### **Immigration Medical Service**

The service advises the Department of Employment and Immigration on the medical status of prospective immigrants to Canada, and other persons for whom that department is responsible. Provision also is made to provide or arrange medical care to certain classes of immigrants who may fall ill in transit or after arrival and who are not covered by medical insurance.

## Quarantine and Regulatory

Quarantine activities are directed towards enforcing measures prescribed under the *Quarantine Act*, and subsidiary legislation designed to prevent entry into Canada of cholera, plague, smallpox, and yellow fever; advising on measures generally for the protection of the country from invasion of infectious diseases; and supervising the health of travellers.

## Prosthetic Services

Provides rehabilitation services through the development, manufacture, and sale of prosthetic and orthotic devices.

## Emergency Health Services

The service provides for the planning and provision of consultation advice and training for the continuity of government and the provisions of health services under emergency conditions.

## Emergency Welfare Services

Is responsible for the provision of systems and measures to continue or reactivate essential welfare services at all levels in support of welfare survival and recovery services in time of crisis.

## Health Protection Branch

The branch acts under authority of the *Food and Drugs Act*, the *Narcotic Control Act*, the *Hazardous Products Act*, the *Atomic Energy Control Act*, the *Environmental Contaminants Act*, the *Canada Labour Code*, the *Radiation Emitting Devices Act*, and the *Department of National Health and Welfare Act*. The branch comprises the following:

### Food Directorate

It is responsible for programs in research, standards and regulations, inspection and analytical monitoring which protect the Canadian consumers from chemical and microbiological hazards, filth and extraneous materials in food and foods of an inferior nutritional quality.

### Drugs Directorate

It is responsible for programs concerned with manufacturing, marketing, distribution, advertising and surveillance of drugs for use in man and animals to protect the Canadian public against health hazards and fraud. It is also concerned with protecting the public from health hazards and fraud related to cosmetics.

### Field Operations Directorate

It is responsible for the management of field compliance activities with food, drugs, cosmetics and medical devices. Activities include inspection, analysis, education and enforcement directed to the manufacturing and distribution channels and public information.

## Environmental Health Directorate

It undertakes a number of services and wide ranging research programs related to the impact of environmental factors on human health; by protecting the Canadian population from unknown or suspected chemical health hazards of the air and water; by assessing hazards and making recommendations concerning technological change, rate of change, human development, and the associated sociological changes as these may adversely affect the health and well-being of Canadians; and by ensuring the health and safety of radiation workers in establishments using X-rays or nuclear energy, and assessing and making recommendations concerning the radiation exposure to members of the public.

## Laboratory Centre for Disease Control

The laboratory advises on medical microbiology and other laboratory fields associated with disease control in Canada (both at the national and international level); co-ordinates all provincial public health, hospital, and private clinical laboratories to provide national health surveillance and disease control systems; plans and implements inter-disciplinary research of an applied nature into the improvement of methods for the diagnosis of diseases and the follow-up of treatment; provides national reference centres; offers services in clinical chemistry, virology, bacteriology and associated medical laboratory fields (including the checking of medical kits, reagents and devices).

## Non-Medical Use of Drugs Directorate

The directorate provides effective assistance to Canadians in dealing with three main areas of concern relating to the problems associated with the non-medical use of alcohol, drugs and tobacco. Emphasis is placed on prevention. Assistance is provided to research and demonstration of treatment and rehabilitative programs.

## Health Programs Branch

This branch serves as the chief federal agency for collaboration with the provinces in providing all Canadians with an acceptable standard of health services.

The Health Insurance and Resources Directorate administers the two major national health insurance programs: the Hospital Insurance Program and the Medical Care Program. It is by means of large financial contributions provided yearly to the provinces that this Directorate sees that all Canadians have access to hospital and diagnostic services and medical care. Increased provincial flexibility in the administering of these funds, while safeguarding the national standards of the two original acts, and additional federal contributions to cover extended health care services are provided under terms of the 1977 Established Programs Financing arrangements. The Directorate is also responsible for the Professional Training Program and for the Health Resources Fund. This fund aids provinces in the acquisition, construction and renovation of education and research facilities for health personnel.

The Research Programs Directorate administers the National Health Research and Development Program, which provides financial support to research and researcher education in the health field. It derives priorities from the identified information needs of the Department at large, and communicates those priorities to the Canadian research community in order to stimulate needed investigation.



The Health Consultants Directorate studies the health-related needs of Canadians, the means available to meet those needs, and the utilization of health resources. It provides information and consulting services, particularly with regard to health systems, plans and tenders for facilities, hospital administration, health personnel, community health and health promotion.

The Health Standards Directorate cooperates with provinces, professional associations, universities and other organizations to establish and promote standards and directives for health services, clinical practice and health personnel. It provides information and advice on health manpower requirements and on such related matters as legislation, license regulations, certification and accreditation. A recently assumed responsibility is examining and making recommendations on the possible use of advanced telecommunication technology, including satellites, for the provision of health services in Canada. It also is responsible for the conduct of the Canada Health Survey in cooperation with Statistics Canada. This survey uses interviews, questionnaires, physical measures and tests to obtain better data on the health status and risk exposure of the Canadian population.

The Policy Development and Coordination Directorate participates in the development and evaluation of national health policies and priorities, conducts socio-economic studies and surveys on health services, and publishes studies and statistical reports on the organization, cost and efficiency of health services. It also organizes and coordinates the Conferences of Ministers and Deputy Ministers of Health and maintains liaison with the provinces.

The Lifestyle and Health Promotion Directorate has been established to assist in developing greater collaboration among government and other agencies in lifestyle and health promotion activities and to bring about better coordination of activities within the Department of National Health and Welfare.

## **Fitness and Amateur Sport Branch**

The objectives of the program are to encourage, promote and develop fitness, physical recreation, and amateur sport in Canada. The program is carried on through contributions to national organizations involved in fitness, physical recreation, and amateur sport; to national sports governing bodies; to selected educational institutions; to individuals for training and research projects. The branch also provides advisory services and promotional support to those receiving contributions (see following section entitled Fitness and Amateur Sport Branch).

## **Long Range Health Planning Branch**

The purpose of this branch is, in co-operation with other members of the Department as well as with outside private and public agencies, to design ways to improve the health status of Canadians by proposing changes, both incremental and profound, to existing systems and organizations affecting health. The branch has specialists in the following disciplines: demography, economics, epidemiology, medicine, nursing, pharmacy, political science, sociology and statistics.

## **Welfare**

The Welfare side of the department was re-organized into two major operational components — Income Security Programs and Social Service Programs. In support of these operations are the Policy Research and Planning Branch and Welfare Information Systems.

## **Income Security Programs**

This branch is responsible for the administration of the following programs.

## Canada Pension Plan

The Canada Pension Plan is a contributory social insurance program designed to help people who work in Canada build a better future for themselves and their families by providing a basic level of protection against the contingencies of retirement, disability and death. The Plan operates in all parts of Canada, except in the Province of Quebec where there is a closely coordinated social insurance counterpart. Apart from an earnings-related retirement pension payable as early as age 65, the Plan provides benefits to a disabled contributor and his/her dependent children. Upon a contributor's death, a lump sum benefit is paid together with monthly benefits for a surviving spouse and any dependent children.

## Old Age Security

Under the Old Age Security Act, pensions are paid on a universal, non-contributory basis to those aged 65 and over who meet certain residence requirements. A Guaranteed Income Supplement may be added to the basic pension in the case of pensioners who have little or no income outside of their basic OAS pension. Likewise, a Spouse's Allowance may be paid on an income-tested basis to the spouse of an OAS pensioner if the spouse is 60 to 64 years of age and meets the residence requirements.

## Family Allowances

Family Allowances are paid on behalf of all children resident in Canada under the age of 18 who are maintained by their parents or guardians.

The branch is currently amalgamating existing CPP and OAS/FA offices across Canada into one-stop centres where clients may obtain information and services on all three programs.

## Social Service Programs Branch

### Canada Assistance Plan

The plan is a comprehensive measure through which the federal government may share in 50 per cent of the costs to provinces and municipalities of providing social assistance to needy persons and up to 50 per cent of the costs of welfare services. As a result of a Federal-Provincial Ministers of Welfare meeting held on March 6 and 7th, 1978, it has been decided effective April 1, 1978, to implement a block-funding arrangement to replace cost-sharing of welfare services and work activity projects previously funded under the Canada Assistance Plan.

### Vocational Rehabilitation of Disabled Persons

Under this program the federal government contributes 50 per cent of the costs to the provinces of providing rehabilitation services to the physically or mentally disabled. Emphasis is placed on providing a comprehensive program of services, including assessment, counselling, and placement services which will help the handicapped persons to overcome his disability and undertake worthwhile employment. The federal government also provides consultative support for the development of provincial programs and supports research projects which contribute to the development and understanding of rehabilitation. As in the case of the welfare services, provisions of the Canada Assistance Plan, the Vocational Rehabilitation of Disabled Persons Act will be replaced by the new block-funding arrangement.



## Social Services

This division will be responsible within the Branch for the implementation of the proposed Social Services Act, and for related activities designed to promote development and improvement in the overall social services sector. This division provides to governments, public and private agencies and associations in Canada, services of qualified consultants and resource people in the various specialty areas of social services, and attempts to focus attention and resources on priority social issues. To these ends, it facilitates national discussions and cooperative actions, and contributes to the formulation of social development policy in the department and federal government. Among the specialized resources in its evolving capacity are the International and Interprovincial Adoptions Desk, National Day Care Information Centre, Social Services Program Information Centre, and consulting services in the areas of Child and Family Services, Rehabilitation and Employment-Related Services, Community Preventive and Development Services, and Social Services Delivery Systems.

## National Welfare Grants

The program begun in 1962, is designed to contribute to the development and strengthening of welfare services in Canada by providing financial and consultative support to research, demonstration, experimental projects, and to individuals, governmental and non-governmental organizations. The program's main activities include grants for demonstration (innovative and developmental) research, welfare manpower projects, and consultative activity by the staff. Liaison with provincial departments of welfare and major national voluntary agencies has strengthened the basis upon which decisions regarding policy and future funding rest.

## Family Planning

The essential purpose of this program is to ensure the accessibility and availability of family planning services to all Canadians who want them. The program provides information and consultative services to other governments, private organizations, and individuals. The family planning grant program provides financial support: for family planning demonstration and service programs operating under public or voluntary auspices; for the training of health and welfare professionals and other staff involved in family planning services; and for relevant research in family planning.

## New Horizons

This program, officially launched in 1972, operates regional offices in Vancouver, Edmonton, Regina, Winnipeg, Toronto, Montréal, Moncton, Charlottetown, Halifax, and St. John's. The program's basic objective is to enable groups of retired Canadians to plan and carry out, on a voluntary basis, activities which they design for themselves and for other members of their community. This objective is accomplished through the distribution of grants to groups of senior citizens.

## Policy Research and Long-Range Planning (Welfare)

This Branch is organized to perform special policy studies; to conduct (or otherwise maintain contact with) applied research relating to social, economic and demographic trends or developments of concern to the ministry; to do analyses on specific problems or issues relating to the design, effectiveness, and costs of welfare programs and policies; to analyze the interrelationships between social security programs and other policy and program areas (at the federal level); and to maintain links with similar functions being performed at the provincial level.

## Welfare Information Systems Branch

The Branch is responsible for facilitating the evolution of a system of welfare information for the management, evaluation and development of federal and provincial welfare programs. In addition to providing financial and technical assistance to provincial governments for the development of management information systems, the Branch acts as a national "clearing house" for both legislative and statistical information relating to federal and provincial welfare programs. This is accomplished by the maintenance of a national computer network, the production of publications and other documents, and the provision of assistance in solving information problems.

## Intergovernmental and International Affairs

This Branch is a new unit composed of what were previously the department's Federal/Provincial Relations components, the Bureau of International Liaison (Welfare) and its Health counterpart, International Health Services.

The role of the new Branch is to develop departmental policy on situations arising at the federal-provincial and international levels and to co-ordinate the department's international activities. In this capacity, it bears responsibility for liaison with provincial Health and Welfare Departments and works in close co-operation with other federal departments on international policy priorities and on operational issues.

## Administration Branch

This branch, which reports to both the Deputy Minister of National Health and Welfare, is comprised of Financial Administration, Personnel Administration, Information Directorate Services, Management Consulting Services, Internal Audit Directorate, Departmental Administrative Services, and Official Languages Directorate.

**Additional Information** — may be obtained from the Information Directorate at head office.

**Parliamentary Committee** — Standing Committee on Health, Welfare and Social Affairs, background papers may be obtained from the program area concerned.

**Auditor** — Auditor General of Canada.

## Statutes

The Minister is responsible for the following statutes:

*Atomic Energy Control Act* (RSC 1970 c. A-19)  
*Blind Persons Act* (RSC 1970 c. B-7)  
*Canada Assistance Plan Act* (RSC 1970 c. C-1)  
*Canada Pension Plan Act* (RSC 1970 c. C-5; Part II) as amended  
*Canada Shipping Act* (RSC 1970 c. S-9; Part V) as amended  
*Department of National Health and Welfare Act* (RSC 1970 c. N-9) as amended  
*Disabled Persons Act* (RSC 1970 c. D-6)  
*Divorce Act* (RSC 1970 c. D-8) as amended  
*Excise Tax Act* (RSC 1970 c. E-13; Sec. 47)  
*Family Allowances Act* (SC 1973 c. 44)  
*Fitness and Amateur Sport Act* (RSC 1970 c. F-25) as amended  
*Food and Drugs Act* (RSC 1970 c. F-27) as amended

*Health Resources Fund Act* (RSC 1970 c. H-4)  
*Hazardous Products Act* (RSC 1970 c. H-3, Secs 9 & 10) as amended  
*Hospital Insurance and Diagnostic Services Act* (RSC 1970 c. H-8)  
*Immigration Act* (RSC 1970 c. I-2; Part III)  
*Indian Act* (RSC 1970 c. I-6; *Indian Health Regulations*)  
*Medical Care Act* (RSC 1970 c. M-8)  
*Narcotic Control Act* (RSC 1970 c. N-1) as amended  
*Old Age Assistance Act* (RSC 1970 c. O-5)  
*Old Age Security Act* (RSC 1970 c. O-6) as amended  
*Public Works Health Act* (RSC 1970 c. P-39)  
*Quarantine Act* (RSC 1970 c. 33 [1st Supp.])  
*Radiation Emitting Devices Act* (RSC 1970 c. 34 [1st Supp; Part IV])  
*Unemployment Assistance Act* (RSC 1970 c. U-1)  
*Vocational Rehabilitation of Disabled Persons Act* (RSC 1970 c. V-7)

## Fitness and Amateur Sport Branch

### Head Office

Journal Tower South  
365 Laurier Ave. West  
Ottawa, Ontario  
K1A 0X6

### Minister

Minister of State, Fitness and Amateur Sport

### Principal Officer

Assistant Deputy Minister ..... Peter B. Lesaux

### Historical Background

In 1961 the *Fitness and Amateur Sport Act* (now RSC 1970 c. F-25) was passed to encourage, promote and develop fitness and amateur sport in Canada. This program carried on much of the work once accomplished under the *National Physical Fitness Act* which was designed to promote the physical fitness of Canadians and lasted from 1943 to 1954. In 1973 the Fitness and Amateur Sport Directorate was upgraded to Branch status and transferred to the health side of the Department of National Health and Welfare. In 1976 a Minister of State was appointed in recognition of the expanding mandate of the Branch.

### Organization and Programs

The principal objective of the Fitness and Amateur Sport Branch is to raise the fitness level of Canadians and to improve their participation in physical recreation and amateur sport.

The Branch is comprised of four directorates. The two program directorates are: Sport Canada — concerned with the pursuit of excellence in amateur sport, and Fitness and Recreation Canada — concerned with physical recreation and fitness. The two support directorates — Program Operations and Administration and Planning, Research and Evaluation provide all back-up services necessary for the Branch's programs. As well, the Minister of State, Fitness and Amateur Sport, receives advice from the National Advisory Council. This body, created by the Fitness and Amateur Sport Act is comprised of 30 members, representing all the provinces and territories.

The Branch achieves its twin goals of fitness and recreation participation and sport excellence chiefly through financial contributions and a wide range of consultative services to national sport and recreation associations.

Sport Canada strives to upgrade the quality and improve the quantity of Canadian participation in sport by strengthening the national sports governing bodies and other related national agencies. As well, the program initiates or supports specific activities to help Canadian athletes intent on national and international championships in their pursuit of excellence.

Fitness and Recreation Canada is mainly concerned with fitness and mass participation. It funds a variety of national agencies, which provide recreational opportunities and increase the awareness of physical fitness. Financial contributions and consulting services are provided to groups such as the Girl Guides of Canada, the Red Cross, cycling, orienteering and a number of associations for the handicapped and native peoples. The fitness section administers a number of programs and projects designed to promote an awareness of fitness and provide Canadians with information on fitness programs. Major areas of interest have been fitness and health, employee fitness, fitness trails, the development of a Canadian Home Fitness Test and an exercise break program.

### **Regional Offices**

Atlantic Regional Representative  
Fitness and Amateur Sport  
Room 208  
Halifax Insurance Building  
5670 Spring Garden Rd.  
Halifax, Nova Scotia  
B3J 1H6

Prairie Regional Representative  
Fitness and Amateur Sport  
5th Floor  
Commercial Building  
169 Pioneer Avenue  
Winnipeg, Manitoba  
R3C 0H2

**Additional Information** — may be obtained from the Promotion and Communication Section at the head office.

# Loto Canada Inc.

255 Albert Street  
Ottawa, Ontario  
K1A 1C5

## Minister

Minister of State, Fitness and Amateur Sport

## Principal Officers

President .....	Guy Cousineau
Executive Vice-President .....	James Donoghue
Vice-President, Operations .....	Robert Brunette
Vice-President, Finance and Administration .....	Niall Quaid
Vice-President, Marketing .....	André Contant
Vice-President, Sports Promotion .....	Dan Pugliese
Vice-President, Policy, Planning and Research .....	Jim Burne
Corporate Secretary .....	Gilbert Milville-Deschenes

## Historical Background

Loto Canada Inc. was established as a Crown Corporation under the provisions of Vote L27A, *Appropriation Act* No. 4, 1976, (RSC 1974-75-76, c. 103) and was incorporated under the provisions of the *Canada Business Corporations Act* on June 7, 1976 (RSC 1974-75-76, c. 33).

## Overall Responsibilities

The Corporation's objective is to conduct and manage a national lottery in accordance with the National Lottery Regulations. The net revenues of the Corporation are required to be paid over to the Receiver General of Canada to be credited to a National Lottery Account and distributed as follows:

- 82.5% — to assist in the financing of the deficit of the 1976 Olympic Games and to assist in the financing of the 1978 Commonwealth Games;
- 12.5% — to the provinces, in proportion to the number of lottery tickets sold in each province;
- 5.0% — for the purpose of physical fitness, amateur sport and recreation programs.

## Organization and Programs

Loto Canada's operations are basically divided into five areas: sales, marketing, public relations, finance and administration, research and planning, and new products.

### Sales

Loto Canada's three vice-presidents, sales, are regionally based in Montreal, Toronto and Vancouver. The sales division is responsible for the supervision of the sales effort, for the maintenance of ties with the wholesaler and retailer network across the country.



## Marketing

The marketing division is responsible for all of the corporation's advertising in all media as well as via material distributed directly to wholesalers and retailers.

## Public Relations

The public relations division is responsible for all of the corporation's informational activities. Media relations and information services to the public are two important facets of this division. Another very important area is sports promotion, since Loto Canada is a lottery whose main aim is assistance to amateur athletics.

## Finance and Administration

The Finance and Administration division is responsible for all purchases, all accounts receivable and payable, for the payment of all prizes for the operation of the mail order service for tickets, for the personnel function, as well as for the general administration of all offices.

## Policy, Planning and Research

The vice-president, policy, planning and research, directs all of the corporation's research activities and acts as an advisor to the Minister.

### Regional Offices

Terminal Centre Bldg.  
1234 Main Street 2nd Fl.  
Moncton, N.B.  
E1C 8P2

#290 — Palliser Square E.  
115-9th Avenue S.E.  
Calgary, Alberta  
P2G 0P5

Place Dupuis  
800 est, boul. de Maisonneuve  
2ième étage  
Montréal, Québec  
H2L 4L8

275 Portage Avenue  
Suite 310  
Winnipeg, Manitoba

2300 Yonge Street  
17th Floor  
Yonge-Eglington Building  
Toronto, Ontario  
M4P 1E4

150 First Avenue  
Saskatoon, Saskatchewan  
S7K 1K2

Hotel MacDonald Arcade  
10065-100th Street  
Edmonton, Alberta  
T5J 0N6

815 Hastings  
Vancouver, B.C.  
V6C 1B4

**Additional Information** — May be obtained from the public relations division.

**Parliamentary Committee** — Miscellaneous Estimates Committee.

**Auditor** — Auditor General of Canada.

**Statutes** — None.



# Medical Research Council

## Head Office

Jeanne Mance Building  
Tunney's Pasture  
Ottawa, Ont.  
K1A 0W9

## Minister Designated

Minister of National Health and Welfare

## Members of Council

President, Dr. René Simard

Vice-president, Dr. Jean de Margerie (6/79) ..... Sherbrooke, Qué.

## Other members

Dr. William E. Alexander (6/78) .....	Toronto, Ont.
Dr. Margaret R. Becklake (6/80) .....	Montréal, Qué.
Dr. Nicole Bégin-Heick (6/80) .....	Ottawa, Ont.
Dr. Danielle Bourgaux-Ramoisy (6/78) .....	Sherbrooke, Qué.
Dr. Cecil M. Couves (6/80) .....	St. John's, Nfld.
Dr. T. Edward Cuddy (6/78) .....	Winnipeg, Man.
Dr. Colin Dawes (6/80) .....	Winnipeg, Man.
Dr. Jacques de Champlain (6/79) .....	Montréal, Qué.
Dr. Henry B. Dinsdale (6/80) .....	Kingston, Ont.
Dr. John C. Laidlaw (6/79) .....	Hamilton, Ont.
Mary Lamontagne (6/80) .....	Québec, Qué.
Dr. Barry C. McBride (6/78) .....	Vancouver, B.C.
Dr. Ernest E. McCoy (6/80) .....	Edmonton, Alta.
Dr. Réginald A. Nadeau (6/79) .....	Montréal, Qué.
Mary Pack (6/80) .....	Vancouver, B.C.
Dr. Louis J. Poirier (6/78) .....	Québec, Qué.
Dr. Louis Siminovitch (6/79) .....	Toronto, Ont.
Dr. Leslie S. Valberg (6/78) .....	London, Ont.
Dr. Warren L. Veale (6/80) .....	Calgary, Alta.
Dr. James D. Wood (6/79) .....	Saskatoon, Sask.

Associate Member (ex officio)

Director General (Research Programs),  
Department of National Health and Welfare

## Principal Officers

President ..... Dr. René Simard  
Secretary of Council ..... Dorothy J. Wright

## Historical Background

The Medical Research Council was established under section 3 of the *Medical Research Council Act* (RSC 1970 c. M-9). Since 1960, it had operated as a virtually autonomous subsidiary of the National Research Council.

The Council, a Crown corporation, is designated as a departmental corporation (Schedule B) within the meaning and purpose of the *Financial Administration Act*. (OIC P.C. 1969-1027, May 20 1969; SOR/69-257). The Council is an agent of Her Majesty.

### **Overall Responsibilities**

The primary function of the Council is to promote and support research in the health sciences in Canada. To this end it maintains a balanced program of support to research trainees and research investigators, to the costs of research programs in Canadian universities, hospitals and related institutes, and to promotional activities designed to stimulate new research effort in significant areas.

The Council is responsible for the administration of the *Queen Elizabeth II Research Fund Act*.

## **Organization and Programs**

The Council comprises a president, 21 other members who are appointed by Governor-in-Council, and one associate member. The Council also has the assistance of over 150 scientists (drawn chiefly from the universities) who serve on its standing committees. The administration of Council's activities is carried out by a staff located in Ottawa under the direction of the president.

### **Grants Program**

Operating grants are provided to assist in defraying the costs of basic, applied, developmental or clinical research initiated and carried out in the health science complexes of Canadian universities and their affiliated institutions, and in other faculties or institutes when the proposed research is highly relevant to health. Grants may also be provided for the purchase of items of specialized equipment required for approved research in the health sciences.

### **Awards Programs**

The Council provides salary support for a limited number of full-time investigators in Canadian universities and the council has a number of programs designed to provide opportunities for advanced training in research in the health sciences at both the pre- and post-doctoral level.

### **Special Programs**

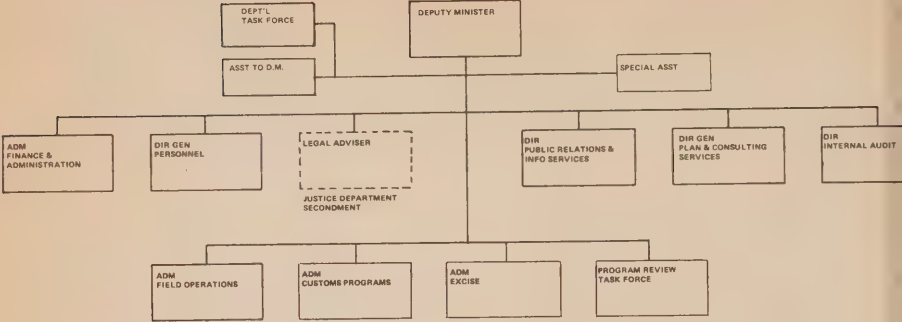
A number of programs are available for the development and support of research in areas where research is not adequately developed, and in highly productive fields where major contributions can be expected. Special grants are also available as a means of encouraging collaborative or interdisciplinary research in the health sciences. Limited support is also provided for approved symposia and workshops, international scientific activities and exchanges.

**Additional Information** — enquiries should be addressed to the Secretary of the Council.

**Parliamentary Committee** — Standing Committee on Health, Welfare and Social Affairs.

**Auditor** — Auditor General of Canada.

Department of National Revenue (Customs and Excise)



# Department of National Revenue (Customs and Excise)

## Head Office

Connaught Building  
MacKenzie Avenue  
Ottawa, Ontario  
K1A 0L5

## Minister

Minister of National Revenue

## Principal Officers

Deputy Minister .....	J. Peter Connell
Assistant Deputy Ministers	
Customs Programs .....	T.C. Greig
Field Operations (acting) .....	M.A. Gallup
Excise .....	Dr. A.E. Hannah
Finance and Administration (acting) .....	J.C. Threader

## Historical Background

Until World War I, the federal government financed its operations from indirect taxes, customs duties, and excise taxes. To ease the financial burden of the war effort, direct taxation was introduced in 1916 by means of an excess business profits tax, followed the next year by an income tax on individuals and corporations.

The Department of National Revenue was established in 1927 by the *Department of National Revenue Act* (now RSC 1970 c. N-15).

The department has two components: Customs and Excise, and Taxation. Each is headed by a deputy minister and each is administered as an independent department.

## Overall Responsibilities

The Department of National Revenue (Customs and Excise) is responsible for:

- (a) assessing and controlling duties and taxes on imported and domestically produced goods;
- (b) controlling the international movement of persons and goods;
- (c) providing Canadian industry with the protection to which it is entitled under the customs laws;
- (d) providing information and services necessary to full understanding of — and voluntary compliance with — the requirements of customs and excise laws and regulations;
- (e) administering the *Customs Act*, the *Customs Tariff*, the *Anti-dumping Act*, the *Excise Act*, and the *Excise Tax Act*;
- (f) administering, in part, the statutes of other government departments and agencies, where they concern the international movement of persons and goods; and
- (g) collecting customs and excise duties and taxes.

## Organization and Programs

Customs and Excise comprises three operational branches — Tariff Programs and Appraisals; Customs Operations; Excise, while Management Services handles administrative matters.

### Tariff Programs and Appraisal Branch

The Tariff Programs and Appraisal Branch is responsible for the following:

- (a) appraises *value for duty*, and determines tariff classification and *Made in Canada* status of imported goods;
- (b) investigates violations of customs laws and regulations;
- (c) investigates alleged cases of *dumping* of imported goods;
- (d) carries out *value for duty*, and anti-dumping investigations in foreign countries;
- (e) administers the government's *Import Surveillance Program System* (i.e. to identify imports from countries that allow deferral, remission, or rebate of corporate tax paid on goods that are exported);
- (f) audits import entries, and processes refund claims, under the Machinery Remission programs.
- (g) administers quotas and voluntary restraint certificates, under the *Export and Import Permits Act*; and
- (h) participates in the initiation and formulation of economic and other policies, laws and regulations that have trade or industrial implications.

### Customs Operations Branch

The branch has the following responsibilities:

- (a) examines and clears vehicles, goods, and passengers entering or leaving Canada and collects whatever duties or taxes may apply;
- (b) seizes or rejects prohibited goods, apprehends and detains persons importing illicit narcotics, and ensures compliance with the control measures embodied in other departments' legislative programs. Processes cases where seizure has been made, because of breaches of customs or excise laws;
- (c) reviews import entries and supporting invoices, to ensure their accuracy and uniform application, and handles refund claims for customs duty and taxes paid in error, for goods damaged in transit or for goods landed which are not those ordered;
- (d) investigates claims filed by manufacturers and other to recover duties and taxes paid on imported goods that are later re-exported, or used in Canada in the production of certain articles for home consumption or export;
- (e) audits production and sales records, under the *Automotive Remission Programs*;
- (f) ensures that transportation companies and private users comply with the laws and regulations governing the use of non-duty paid transportation equipment in domestic service in Canada. Ensures that all goods conveyed to *Customs Bonded Warehouses* are duty and tax paid or exported or destroyed within prescribed time limits; and
- (g) in general, enforces all customs laws and regulations.

### Excise Branch

This branch has the following responsibilities:

- (a) determination of value and classification of goods for tax assessment purposes;
- (b) collection of sales and excise taxes on domestic goods, and licensing of manufacturers and wholesalers;

- (c) investigations into suspected fraud or evasion;
- (d) audit of records of manufacturers and wholesalers to verify accuracy of tax liability reported;
- (e) verification of claims for refund of sales and excise taxes paid and refundable under specific conditions; and
- (f) collection of excise duties, the licensing and controlling the operation of distilleries, breweries and other plants that use alcohol in their product, tobacco manufacturers and other premises that operate under the *Excise Act*.

## Regional Offices — Customs

Atlantic Region Halifax Insurance Bldg. 5670 Spring Garden Road P.O. Box 1658 Halifax, N.S. B3J 2Z8	Québec Region 2 St. André St. P.O. Box 2267 Québec City, Qué. G1K 7P6
Montréal Region 400 Youville Street Montréal, Qué. H2Y 3N4	Ottawa Region 52 Nicholas St. Ottawa, Ont. K1N 7B8
Hamilton Region 10 John St. S. P.O. Box 989 Hamilton, Ont. L8N 3V8	London Region 111 Waterloo St. P.O. Box 5940, Terminal "A" London, Ontario N6A 4T9
Toronto Region 55 Bloor Street, West P.O. Box 10, Postal Station "A" Toronto, Ontario M5W 1A3	Windsor Region 185 Ouellette St. Windsor, Ontario N9A 4H7
Winnipeg Region Federal Bldg. 269 Main St. Winnipeg, Manitoba R3C 1B2	Regina Region 104 Towne Square 1919 Rose Street Regina, Sask. S4P 3P1
Calgary Region 134-11 Ave. S.E. Calgary, Alberta T2G 0X5	Vancouver Region 1001 West Pender St. Vancouver, B.C. V6E 2M7

## **Regional Offices — Excise**

### **Atlantic Region**

Halifax Insurance Building  
5670 Spring Garden Road  
P.O. Box 1658  
Halifax, N.S.  
B3J 2Z8

### **Montréal Region**

515 St. Catherine Street, West  
P.O. Box 6092  
Montréal, Québec  
H3C 3H3

### **Hamilton Region**

Stelco Towers  
100 King Street, West  
P.O. Box 588  
Hamilton, Ont.  
L8N 3K7

### **Toronto Region**

25 St. Clair Avenue, East  
P.O. Box 100, Station "Q"  
Toronto, Ont.  
M4T 2L7

### **Winnipeg Region**

Royal Bank Building  
220 Portage Avenue  
Winnipeg, Man.  
R3C 0A5

### **Vancouver Region**

460 Nanaimo Street  
P.O. Box 69090, Station "K"  
Vancouver, B.C.  
V5K 4X2

### **Québec Region**

P.O. Box 9664  
Sainte Foy, Québec  
G1V 4C2

### **Ottawa Region**

Teron Building  
219 Argyle Avenue  
P.O. Box 8257  
Ottawa, Ont.  
K1G 3H7

### **London Region**

Dominion Public Building  
457 Richmond Road  
P.O. Box 5548, Terminal "A"  
London, Ont.  
N6A 4R3

### **Waterloo Region**

Waterloo Square Building  
75 King Street, South  
Waterloo, Ont.  
N2J 1P2

### **Calgary Region**

MacLeod Place  
5920 MacLeod Trail, South  
P.O. Box 5555, Station "A"  
Calgary, Alta.  
T2H 2C8

**Additional Information** — from the applicable regional office, or from the Information Services at head office.

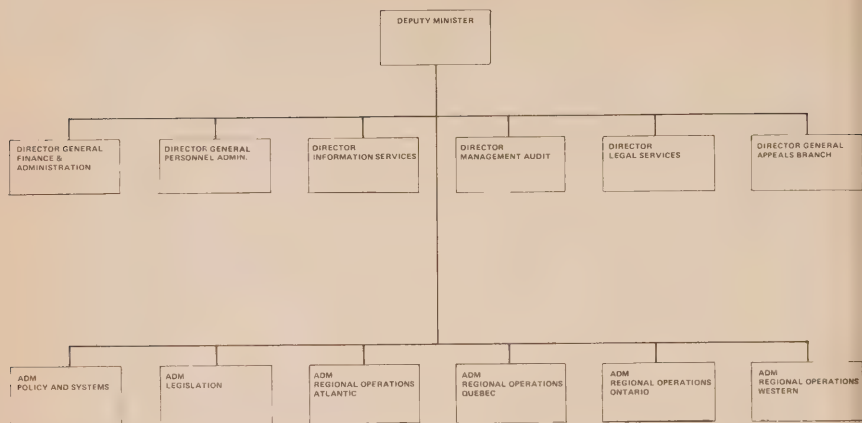
**Parliamentary Committee** — none.

**Auditor** — Auditor General of Canada.





# Department of National Revenue (Taxation)



# Department of National Revenue (Taxation)

## Head Office

875 Heron Road  
Ottawa, Ontario  
K1A 0L8

## Minister

Minister of National Revenue

## Principal Officers

Deputy Minister .....	Bruce A. MacDonald
Assistant Deputy Ministers	
Legislation .....	D.L.H. Davidson
Operations .....	Harry E. Garland
Systems and Planning .....	A/D.S. Brooks

## Historical Background

Until World War I, the federal government financed its operations from indirect taxes, customs duties, and excise taxes. To ease the financial burden of the war effort, direct taxation was introduced in 1916 by means of an excess business profits tax, followed the next year by an income tax on individuals and corporations.

The Department of National Revenue was established in 1927 by the *Department of National Revenue Act* (now RSC 1970 c. N-15).

The department has two components: Customs and Excise, and Taxation. Each is headed by a deputy minister and each is administered as an independent department.

## Overall Responsibilities

The department assesses and collects income taxes, succession duties, gift taxes, Canada Pension Plan contributions and Unemployment Insurance premiums due under federal and provincial statutes, and administers various tax credit plans on behalf of requesting provinces. In meeting these objectives, the department attempts to facilitate and encourage voluntary compliance with the tax laws of the land and deter tax evasion and tax avoidance.

## Organization and Programs

Taxation is divided into three main branches each headed by an assistant deputy minister: Legislation, Operations, Systems and Planning.

### Legislation Branch

This branch is responsible for the interpretation and uniform application of tax legislation and policies. In addition, it investigates cases of suspected tax avoidance.

### Operations Branch

This branch plans and evaluates the audit, verification, and collection operations of the department. It conducts special investigations and carries out prosecution of taxpayers in cases of tax evasion.

## Systems and Planning Branch

This branch is responsible for long-range planning, electronic data processing, research and analysis.

### Regional Offices

District Taxation Offices are located in the following cities:

Sir Humphrey Gilbert Bldg.  
165 Duckworth St.  
St. John's, Nfld.  
A1C 5X6

Ralston Bldg.  
1557 Hollis St.  
Halifax, N.S.  
B3J 2T5

New Post Office Bldg.  
65 Canterbury St.  
Saint John, N.B.  
E2L 4H9

50 Couture St.  
P.O. Box 1300  
Sherbrooke, Qué.  
J1H 4G9

11 McQuaig St. E.  
Rouyn, Qué.  
J9X 3B5

385-387 Princess St.  
Kingston, Ont.  
K7L 1C1

Mackenzie Bldg.  
36 Adelaide St. E.  
Toronto, Ont.  
M5C 1J7

National Revenue Bldg.  
166 Frederick St.  
Kitchener, Ont.  
N2H 2M4

388 Dundas St.  
London, Ont.  
N6B 1V7

Dominion Bldg.  
97 Queen St.  
Charlottetown, P.E.I.  
C1A 7N1

Federal Bldg.  
Dorchester St.  
P.O. Box 1300  
Sydney, N.S.  
B1P 6K3

165 Dorchester St. S.  
Québec, Qué.  
G1K 7L3

National Revenue Bldg.  
305 Dorchester Blvd. W.  
Montréal, Qué.  
H2X 1A6

Century Bldg.  
360 Lisgar St.  
Ottawa, Ont.  
K1A 0L9

New Federal Bldg.  
11 Station St.  
Belleville, Ont.  
K8N 2S3

National Revenue Bldg.  
150 Main St. W.  
Hamilton, Ont.  
L8N 3E1

Federal Bldg.  
32-46 Church St.  
St. Catharines, Ont.  
L2R 3B9

Canadian Imperial  
Bank of Commerce  
100 Ouellette Ave.  
Windsor, Ont.  
N9A 5S8

Federal Bldg.  
19 Lisgar St. S.  
Sudbury, Ont.  
P3E 3L5  
Revenue Bldg.  
391 York Ave.  
Winnipeg, Man.  
R3C 0P5

Canadian Imperial  
Bank of Commerce Bldg.  
201-21st St. East  
Saskatoon, Sask.  
S7K 0A8

Federal Public Bldg.  
9820-107th St.  
Edmonton, Alta.  
T5K 1E8

1166 West Pender St.  
Vancouver, B.C.  
V6E 2R9

Revenue Bldg.  
201 North May St.  
Thunder Bay, Ont.  
P7C 3P5  
Income Tax Bldg.  
1955 Smith St.  
Regina, Sask.  
S4P 2N9

Calgary Public Bldg.  
208-8th Ave. S.E.  
Calgary, Alta.  
T2G 0L1

Federal Bldg.  
277 Winnipeg St.  
Penticton, B.C.  
V2A 1N6

1415 Vancouver St.  
Victoria, B.C.  
V8V 3W4

**Additional Information** — may be obtained from the information services branch.

**Parliamentary Committee** — Standing Committee on Public Accounts.

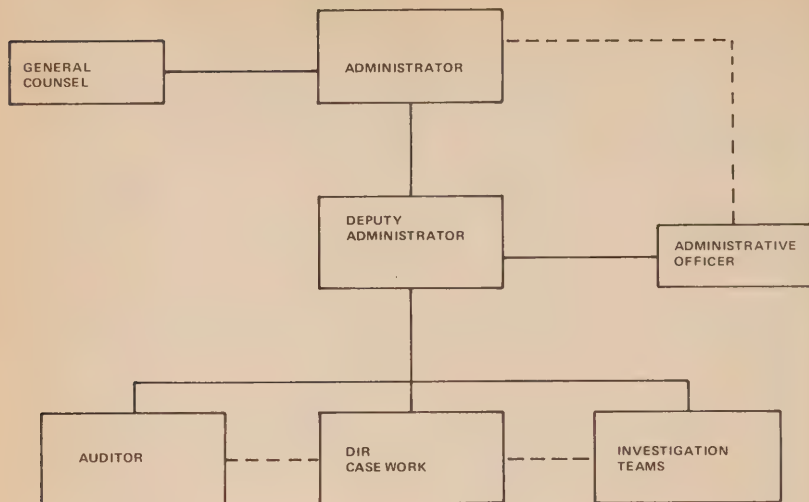
**Auditor** — Auditor General of Canada.

## Statutes

The Minister of National Revenue is responsible for administering the following statutes:

*Anti-dumping Act* (RCS 1970 c. A-15) as amended  
*Canada Pension Plan* (RSC 1970 c. C-5, Part I)  
*Customs Act* (RSC 1970 c. C-40)  
*Customs Tariff* (RSC 1970 c. C-41) as amended  
*Department of National Revenue Act* (RSC 1970 c. N-15)  
*Excise Act* (RSC 1970 c. E-12) as amended  
*Excise Tax* (RSC 1970 c. E-13, but excluding Part I) as amended  
*Income Tax Act* (RSC 1952 c. 148) as amended  
*Unemployment Insurance Act* (SC 1970-71-72 c. 48, Part IV).

# Office of the Administrator under the Anti-Inflation Act



# Office of the Administration under the Anti-Inflation Act

## Head Office

Lord Elgin Plaza  
66 Slater Street  
Ottawa, Ontario

## Mailing Address

P.O. Box 1171  
Postal Station "B"  
Ottawa, Ontario  
K1P 5R2

## Minister

Minister of National Revenue

## Principal Officers

Administrator .....	William H. Oliver
Deputy Administrator .....	Dr. Thomas H. McLeod

## Historical Background

The *Anti-Inflation Act*, assented to in December 1975, established machinery to carry out the program of restraint on prices and incomes. Three administrative components were created — The Anti-Inflation Board, the Administrator and the Anti-Inflation Appeal Tribunal.

The Anti-Inflation Board has clearly the most prominent role — to monitor price, profit and compensation movements, to consult and negotiate with the parties involved in order to bring increases into line with the anti-inflation guidelines, and to educate the Canadian public about inflation and its causes. The Anti-Inflation Board is essentially a persuader, endeavouring to make enforcement unnecessary.

The Administrator's task is to make binding decisions where contravention of the guidelines is indicated, or where the parties affected are dissatisfied with the position taken in their cases by the AIB. The Administrator is the enforcer of the anti-inflation guidelines. The output of the Office of the Administrator consists of Orders which set an upper limit on a price or wage increase under the terms of the guidelines. The Governor-in-Council designated the Minister of National Revenue for the purposes of Part II, *Anti-Inflation Act*.

The Anti-Inflation Appeal Tribunal has power to dismiss appeals against Administrator's Orders, or rescind or vary the Order or refer the matter at issue back to the Administrator for consideration.

The Anti-Inflation Act expires on December 31, 1978.

## Overall Responsibilities

The Administrator enforces the provisions of the Anti-Inflation Act and Guidelines in matters that are referred by the Anti-Inflation Board or the Governor-in-Council. A party affected by an AIB recommendation may express written dissatisfaction to the Board. The Board is then obligated by law to refer the matter to the Administrator. The Anti-Inflation Board itself may refer cases to the Administrator where it has failed to convince the parties to modify their course of action. In short, the Administrator has no say in the matters to be dealt with. When a reference is received, the Administrator is required to undertake an investigation in a fresh and independent manner, looking into all aspects of the case. Neither the parties nor the Anti-Inflation Board may select the aspect to be considered.



## Organization and Programs

The Administrator conducts investigations into matters which are referred, issues legally-binding Orders, ensures compliance with them and prepares responses to appeals against Orders.

Normally, a two- or three-member investigation team proceeds to the employer's or supplier's workplace and makes its own determinations of the facts based on an analysis of records and source documents. While on site, the team provides the parties with an opportunity to present argument and data as to why amounts beyond the arithmetic limits of the guidelines should be allowed.

About half of the teams' members are drawn from the permanent staff of the Office which has numbered no more than 18 persons at any time, including support personnel. A number of professionals across the country have been trained by the Administrator's Office to undertake investigations, and are available for temporary employment as necessary.

**Regional Offices** — There are none.

**Additional Information** — May be obtained by writing to the Office of the Administrator, Anti-Inflation Act, P.O. Box 1171, Postal Station "B", Ottawa, Ontario, K1P 5R2.

**Parliamentary Committee** — House of Commons Standing Committee on Finance, Trade and Economic Affairs.

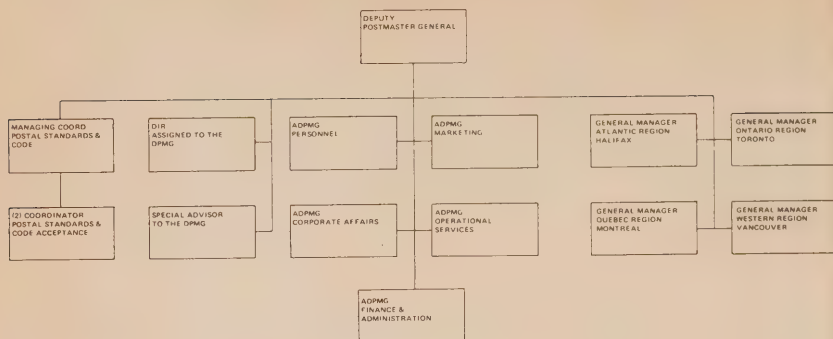
**Auditor** — Auditor General of Canada.

### Statutes

*Anti-Inflation Act, S.C. 1974-75-76, C.75, as amended.*



# Post Office Department



# Post Office Department

## Head Office

Sir Alexander Campbell Building  
Riverside Drive  
Ottawa, Ontario  
K1A 0B1

## Minister

Postmaster General

## Principal Officers

Deputy Postmaster General .....	J.C. Corkery
Assistant Deputy Postmasters General	
Operational Services .....	J.B. Prescott
Personnel .....	J. Paré
Marketing .....	L. Sperling
Finance and Administration .....	J.E. Uberig
Corporate Affairs .....	R.W. Rapley

## Historical Background

The Post Office Department was established by the *Post Office Act of 1867* (now RSC 1970 c. P-14).

## Organization and Programs

The department is composed of five directorates: Corporate Affairs, Operational Services, Finance and Administration, Marketing, Personnel.

## Corporate Affairs Directorate

This directorate consists of six branches: Corporate Planning, International Postal Affairs, Management Information Systems, Public Affairs, Operational Research, and Computer Operations.

The directorate is responsible for developing and maintaining an effective corporate capability in order to:

- (a) achieve a sound corporate plan;
- (b) develop legislative programs;
- (c) achieve compatibility of corporate policies;
- (d) coordinate interdepartmental projects;
- (e) participate in international affairs involving postal administrations and other related organizations;
- (f) achieve international postal agreements;
- (g) achieve external and internal understanding and acceptance of Canada Post Office objectives, policies and plans;
- (h) achieve a comprehensive integrated Management Information System; and
- (i) provide management with expertise and counsel in support of the above areas, which will contribute to the attainment of Canada Post Office objectives.

## Operational Services Directorate

This directorate consists of eight branches: Quality Assurance, Security and Investigation Services, Mail Processing, Mail Collection and Delivery, Mail Distribution, Operational Planning, Engineering, and Operational Services Administrative Systems.

The directorate is responsible for planning, developing, designing, communicating, and achieving implementation, (through the regions) of the National Operating Systems in order to meet service specification by the most economical means and within the time targets. It also provides field managers with professional, specialist and technical services which will meet management specifications in areas where it has been established by corporate policy that these can best be provided from headquarters; and evaluating performance of National Operating Systems.

## Finance and Administration Directorate

This directorate consists of five branches: Administrative Services and Purchasing, Accounting, Financial and Administrative Systems, Financial Planning, Internal Audit. It is responsible for achieving the following corporate policies, objectives and goals as economically and effectively as possible;

- (a) financing and the overall utilization and management of financial resources;
- (b) competitive national money order system;
- (c) pooled or centralized administrative support services; and
- (d) national procurement and inventory management of materials and postal values.

## Marketing Directorate

This directorate consists of six branches: Postal Rates and Classification, Marketing Services, Marketing Planning, Sales, Priority Services, and Retail Marketing.

It is responsible for achieving those national customer services and products that will enhance profit opportunities as well as that product mix which will provide opportunity to maximize marginal income while satisfying customer service expectations.

## Personnel Directorate

This directorate consists of three branches: Employee Compensation, Organization Planning and Development, Staff Relations. In addition, the Assistant Deputy Postmaster General (Personnel) has reporting to him: Headquarters Personnel Administration, Safety, Health and Welfare, the Bilingual Advisor.

The directorate is responsible for planning, developing, promoting and ensuring effective use of corporate-wide personnel management processes on a timely and economic basis that result in:

- (a) a safe and healthy physical work environment;
- (b) a stable, flexible, well-informed and productive work force;
- (c) the creation and maintenance of constructive human relationships;
- (d) conditions in which employees may achieve self-development goals in line with departmental requirements; and
- (e) managerial effectiveness.

## Regional Offices

Canada is divided into four regions and each region is sub-divided into districts as outlined below:

- |                 |  |
|-----------------|--|
| Atlantic Region | — Newfoundland District (St. John's)                         |
|                 | — Nova Scotia District (Halifax)                             |
|                 | — New Brunswick and Prince Edward Island District (St. John) |
| Québec Region   | — Québec East District (Québec)                              |
|                 | — Québec West District (Montréal)                            |
|                 | — Montréal Metropolitan District                             |
| Ontario Region  | — Eastern Ontario District (Ottawa)                          |
|                 | — Central Ontario District (Toronto)                         |
|                 | — Southwestern Ontario District (London)                     |
|                 | — Northern Ontario District (North Bay)                      |
|                 | — MAPP District (Toronto)                                    |
| Western Region  | — Manitoba District (Winnipeg)                               |
|                 | — Saskatchewan District (Saskatoon)                          |
|                 | — Alberta District (Edmonton)                                |
|                 | — British Columbia and Yukon District (Vancouver)            |

The general manager for each region reports direct to the Deputy Postmaster General and is responsible for providing the following services to users in the region:

- (a) the transfer of information, goods and funds between sender and receiver;
- (b) sales of related and support services and products; and
- (c) sales and distribution of services and products to and for government departments and agencies.

These services are provided in order to achieve: dependability, maximum productivity (input/output), optimum shares of served market, favourable public reaction, and the balanced best interest of employees, customers and public, agents, sub-contractors and government.

There are 8,372 post offices in Canada. Of this number 3,625 are revenue post offices which are, in many instances, operating on a part-time basis in conjunction with a private business establishment.

# President of the Queen's Privy Council for Canada

## Office of the President of the Queen's Privy Council for Canada

House of Commons  
Ottawa, Ontario  
K1A 0A3

### Minister

Deputy Prime Minister and President of the Queen's Privy Council for Canada

### Principal Officers

Parliamentary Secretary .....	Yvon Pinard, M.P.
Executive Assistant .....	Peter King
Private Secretary .....	Pearl Hunter
Special Assistants .....	Frank LeBlanc
	Annette Palmer
Legislative Secretariat .....	Alain Dudoit
	Jerry Yanover
	Robert Lay
	James R. Chisholm
	Colin P. MacDonald
	Séan Riley
	Denise Paquette
	(Co-ordinator of Parliamentary Returns)

### Historical Background

The Presidency of the Privy Council is a Cabinet portfolio which has no defined functions. Responsibilities are assigned as the Prime Minister decides. The portfolio, for long periods associated with the Prime Minister, has frequently been held by another minister and has often been left vacant.

### Overall responsibilities

In July, 1968, the responsibilities of the President were enlarged by the Prime Minister. The President was made the Leader of the Government in the House and performs all the duties associated with that position. He supervises the preparation of the Government's legislative program and acts on behalf of the Government as its principal manager in the House of Commons.

In addition, he assumes direction of special studies and projects related to:

- (a) procedural reform;
  - (b) reform of the Canada Elections Act;
  - (c) development of rules to regulate conflicts of interest among members of the House of Commons and Senate;
  - (d) development of appropriate techniques for the review of subordinate legislation and statutory instruments; and
  - (e) development of research and other facilities for Members of Parliament to enable them to meet the growing complexity of the problems facing Parliament.
- (f) The Chairman of the Public Service Staff Relations Board reports to Parliament through the President of the Privy Council.



On September 16, 1977, the duties of the President of the Queen's Privy Council were further enlarged by the Prime Minister when the Honourable Allan J. MacEachern became Deputy Prime Minister, responsible for the Northern Pipeline Act and the co-ordination of the Government's position in the Multilateral Trade Negotiations.

The Parliamentary Enquiries and Co-ordination Division is also under the jurisdiction of the President. This division co-ordinates the returns by departments and agencies in response to questions on the Order Paper and motions for the production of papers.

# Northern Pipeline Agency

## Head Office

140 Wellington Street,  
Ottawa, Ontario

## Mailing Address

P.O. Box 1605,  
Station B,  
Ottawa, Ontario K1P 5A0

## Minister

Deputy Prime Minister and President of the Privy Council

## Principal Officers

Commissioner .....	The Hon. Mitchell Sharp, Ottawa
Administrator .....	Harold Millican, Calgary
Designated Officer of the National Energy Board and Deputy Administrator ..	William A. Scotland, Calgary
Deputy Administrator .....	A. Barry Yates, Calgary

## Historical Background

The Agency was established under the *Northern Pipeline Act*, which received Royal Assent on April 12, 1978, and proclaimed — with the exception of Section 38 — on April 13, 1978. In addition to establishing the Agency, the Act provides the necessary legislative authority to implement the Agreement between Canada and the United States on Principles Applicable to a Northern Natural Gas Pipeline, which was signed in Ottawa on September 20, 1977; and to ensure that the project is undertaken in a way that will maximize the benefits and minimize the adverse impacts socially, economically and environmentally.

## Overall Responsibilities

The Northern Pipeline Agency was established to provide a single regulatory body to undertake federal responsibilities for planning and monitoring construction of the 2,028-mile, main-line portion in Canada of the joint Canadian-U.S. system, which initially will transport U.S. gas from Prudhoe Bay, Alaska, to the lower 48 states. This section is to be built by Foothills Pipe Lines (Yukon) Limited and its subsidiaries. By agreement with the federal government, Foothills is also obligated to undertake the studies required to support an application to the National Energy Board by July 1, 1979, for a certificate of public convenience and necessity to construct a lateral for the transportation of Canadian natural gas in the Mackenzie Delta to connect with the main system at Whitehorse in the Yukon Territory. Many federal powers administered by various other departments and agencies which relate to the project will be transferred to the Northern Pipeline Agency to provide the necessary central regulatory control. A number of other additional responsibilities will be exercised by jurisdictions through which the pipeline will be built — British Columbia, Alberta, Saskatchewan and the Yukon Territory.

## Regional Offices

### Calgary:

Shell Centre,  
400-4th Avenue Southwest,  
Calgary, Alberta  
T2P 0J4

### Vancouver

1175 IBM Tower,  
701 W. Georgia Street,  
Vancouver, B.C.  
V7Y 1C6

### Whitehorse

Room 303, 308 Steele Street,  
Whitehorse, Yukon Territory  
Y1A 2C5

**Additional Information** — can be obtained from head office or regional offices.

**Parliamentary Committee** — Northern Gas Pipeline Committees of the House of Commons and the Senate.

**Auditor** — The Auditor General of Canada.

## Statutes

The Agency administers the *Northern Pipeline Act*. The Designated Officer, a member of the National Energy Board, is the Administrator or Deputy Administrator of the Agency. As a delegate of the Board, the Designated officer administers certain powers of the National Energy Board, under the *National Energy Board Act*, in relation to the pipeline project.

The *Northern Pipeline Act* also provides that the Governor-in-Council may transfer to the Minister responsible for the Agency certain powers under other statutes only in relation to the pipeline project.



# Office of the Prime Minister

The Rt. Hon. Pierre Elliott Trudeau, P.C., M.P.

Private Secretary .....  
 Executive Assistant  
 Administrative Assistant  
 Principal Secretary  
 Assistant Principal Secretary — Correspondence  
 Policy Advisor  
 Legislative Assistant  
 Nominations Secretary  
 Appointments Secretary .....  
 Special Advisor on Communications  
 Press Secretary  
 Director of Communications

.... Cécile Viau  
 Robert Murdoch  
 Mary E. MacDonald  
 James Coutts  
 Michel Rochon  
 Collin Kenny  
 Joyce Fairbairn  
 Marie-Hélène Fox  
 Madeleine Lafleur  
 Richard O'Hagan  
 Jean Charpentier  
 Jim McDonald

## Mailing Address

House of Commons  
 Ottawa, Ontario  
 K1A 0A2

## Overall Responsibilities

The Prime Minister's Office is organized into a Secretariat, with officers responsible for keeping the Prime Minister aware of all significant developments throughout the country; liaising with various party organizations; preparing evaluations and recommendations; maintaining appropriate records; and, in addition, for:

- (a) the preparation of letters and messages to be sent by the Prime Minister in reply to correspondence and requests received;
- (b) the arrangement of appointments for individuals and delegations to interview the Prime Minister privately or with his colleagues;
- (c) the arrangement for the Prime Minister of public appearances associated with government business;
- (d) assisting the Prime Minister in his parliamentary duties; and
- (e) releasing to the public, through the press, statements and announcements of the Prime Minister on matters of public interest.

# Canadian Intergovernmental Conference Secretariat

## Head Office

66 Slater Street  
Ottawa, Ontario

## Mailing Address

P.O. Box 488  
Terminal "A"  
Ottawa, Ontario  
K1N 8V5

## Minister Designated

Prime Minister

## Principal Officers

Secretary .....	Henry F. Davis
Assistant to the Secretary .....	André S. Millar
Deputy Secretary .....	Ed Watson
Director of Administration .....	Phil Porter

## Historical Background

The Canadian Intergovernmental Conference Secretariat (CICS) was established by the Federal-Provincial Conference of First Ministers held in May 1973 to succeed the former Secretariat of the Constitutional Conference as a support mechanism for Canadian ministerial meetings.

The Secretariat is a neutral intergovernmental agency financed jointly by the federal and provincial governments whose services are available to these 11 governments. The Secretary is responsible to each government for the operations of the Secretariat and is appointed following consultation with them.

Secretariat personnel are recruited from both federal and provincial departments, as well as from private sources.

The Secretariat is designated as a department within the meaning and purpose of the *Financial Administration Act*, with the Prime Minister as the appropriate Minister, and the Secretary as the Deputy Head (OIC P.C. 1973-3698, 29 Nov. 1973; SOR/73-310).

## Overall Responsibilities

The Secretariat provides the administrative and record services for all federal-provincial meetings of First Ministers, and for other federal-provincial or interprovincial conferences at the ministerial or senior official levels.

Services are provided under the direction of each conference chairman and include, in addition to the usual physical arrangements for meetings, correspondence with delegations, the distribution and translation of documents, the preparation of records of proceedings and of reports, simultaneous interpretation and stenographic and typing services. A registry containing the documents of all meetings served by the Secretariat, as well as the documents of the 1968-71 constitutional review, is also maintained for reference by governments.

Although based in Ottawa, the Secretariat serves meetings throughout Canada.

## Organization

The Secretariat's conference services and personnel are grouped under the Deputy Secretary who, under the direction of the Secretary, allots and co-ordinates the resources required for each meeting served by the Secretariat. Financial and personnel matters related to the Secretariat are looked after by the Director of Administration.

**Regional Offices** — None.

**Additional Information** — contact the Secretary or the Deputy Secretary.

**Parliamentary Committee** — Standing Committee on Miscellaneous Estimates.

**Auditor** — Auditor General of Canada.



## Economic Council of Canada

### Head Office

333 River Road  
Vanier, Ontario

### Mailing Address

P.O. Box 527, Postal Station "B"  
Ottawa, Ontario  
K1P 5V6

### Minister Designated

Prime Minister

### Members of the Council

Chairman

Director

Other Members

Harry W. Arthurs  
Ian Andrew Barclay  
David W. Blair  
S. Robert Blair  
Jacob A. Brown  
Robert B. Bryce  
Patricia Carney  
Charles J. Connaghan  
William A. Dimma  
Mildred S. Dobrin  
Gérard Dion  
Nicolle Forget  
Kalmen Kaplansky  
Pierre Laurin  
Yolande Laviolette  
Dr. H. Ian Macdonald  
Robert M. MacIntosh  
James A. McCambly  
Helen K. Mussallem .....  
The Hon. Horace A. Olson, P.C.  
Raymond Primeau  
Henry B. Rhude  
Alexander M. Runciman  
Ralph G.M. Sultan  
Peter H. Pearce

Dr. Sylvia Ostry

Dr. David W. Slater

Downsview, Ont.  
Vancouver, B.C.  
Moncton, N.B.  
Calgary, Alta.  
Saskatoon, Sask.  
Ottawa, Ont.  
Vancouver, B.C.  
Vancouver, B.C.  
Toronto, Ont.  
Ville St. Laurent, Qué.  
Québec, Qué.  
Longueuil, Qué.  
Ottawa, Ont.  
Montréal, Qué.  
Lévis, Qué.  
Downsview, Ont.  
Toronto, Ont.  
Ottawa, Ont.  
Ottawa, Ont.  
Iddesleigh, Alta.  
Montréal, Qué.  
Halifax, Nova Scotia  
Winnipeg, Man.  
Montréal, Qué.  
Vancouver, B.C.

### Principal Officer

Chief Executive Officer

Dr. Sylvia Ostry

### Historical Background

The Economic Council of Canada was established in 1963 under the *Economic Council Act* (now RSC 1970 c. E-1). The Council, a Crown corporation, is designated as a departmental corporation (Schedule B) within the meaning and purpose of the *Financial Administration Act*. (OIC P.C. 1963-1600, 31 Oct. 1963; SOR/63-431). The Council is an agent of Her Majesty.

## Overall Responsibilities

The council advises and recommends to the Minister how Canada can achieve the highest possible levels of employment and efficient production in order that the country may enjoy a high and consistent rate of economic growth.

It is the function of the council:

- (a) to assess the medium and long-term prospects of the economy, and to compare such prospects with the potentialities of growth of the economy;
- (b) to recommend what government policies will best help to realize the potentialities of growth of the economy;
- (c) to consider means of strengthening and improving Canada's international, financial, and trade position;
- (d) to study means of increasing Canadian participation in the ownership, control, and management of industries in Canada;
- (e) to study how economic growth, technological change and automation, and international economic changes may affect employment and income in Canada as a whole, in particular areas and sectors of the economy;
- (f) to study and discuss with representatives of the industries, labour, agriculture and other primary producers, and other occupational groups and organizations, what specific plans for production and investment in major industries in Canada will best contribute to a high and consistent rate of economic growth;
- (g) to study how national economic policies can best foster the balanced economic development of all areas of Canada;
- (h) to explore and evaluate particular projects of major significance for the expansion of industrial and other economic activities in Canada and to recommend projects that will contribute to the growth of the Canadian economy;
- (i) to encourage maximum consultation and co-operation between labour and management in the fulfilment of the objectives of the Act;
- (j) to seek full and regular consultation with appropriate agencies of the governments of each province; and
- (k) to conduct reviews of medium or long-term programs of the Government of Canada that are designed to aid or assist industry, labour or agriculture, if directed to do so by the Minister.

The council conducts on its own initiative, or if directed to do so by the Minister, such studies, inquiries and other undertakings with respect to any matter relating to its duties. The council advises, recommends, and reports to the government as required.

The council publishes annually a review of the medium and long-term prospects and problems of the Canadian economy.

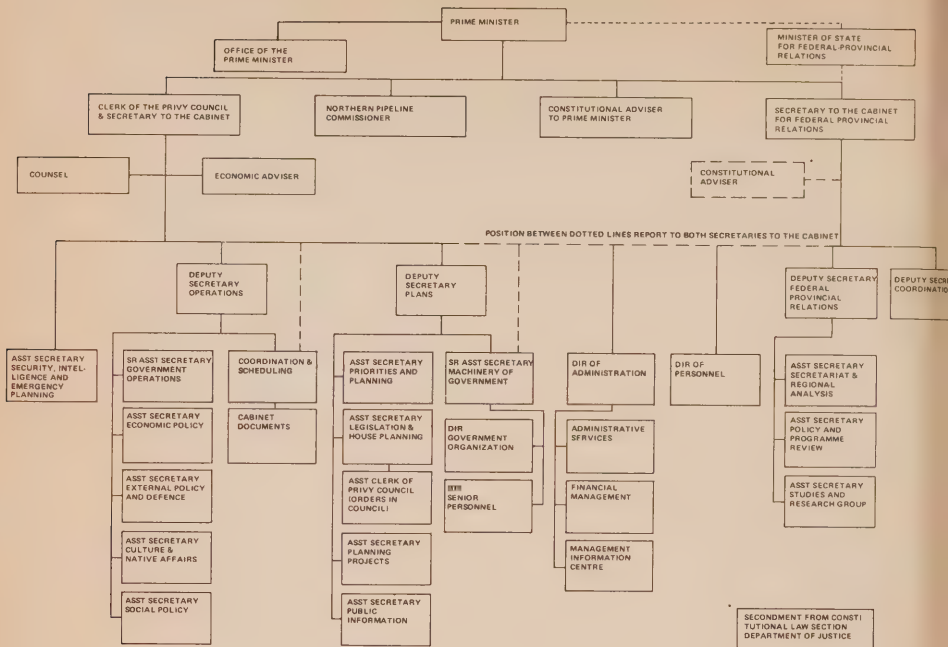
**Regional Offices** — none.

**Additional Information** — is available from Dr. William Haviland, Secretary of the Council.

**Parliamentary Committee** — Standing Committee on Finance, Trade and Economic Affairs.

**Auditor** — Auditor General of Canada.

# Privy Council Office, and Federal-Provincial Relations Office



# Privy Council Office, and Federal-Provincial Relations Office

## Privy Council Office

East Block  
Parliament Buildings  
Ottawa, Ontario  
K1A 0A3

## Federal-Provincial Relations Office

59 Sparks Street  
Ottawa, Ontario  
K1A 0A3

## Minister

Prime Minister

## Principal Officers, Privy Council Office

The Clerk of the Privy Council and Secretary to the Cabinet	P. Michael Pitfield, Q.C.
Deputy Secretary to the Cabinet (Operations)	de Montigny Marchand
Deputy Secretary to the Cabinet (Plans)	William R. Teschke
Acting Director of Administration	William E. Pratt

## Principal Officers, Federal-Provincial Relations Office

The Secretary to the Cabinet for Federal-Provincial Relations	R. Gordon Robertson
Deputy Secretary to the Cabinet for Federal-Provincial Relations	Marcel Massé
Deputy Secretary to the Cabinet for Federal-Provincial Relations (Co-ordination)	P. Tellier
Acting Director of Administration	William E. Pratt

## The Privy Council

### Historical Background

The Privy Council was established under section 11 of the *British North America Act* 1867, that constituted a Council to "aid and advise in the government of Canada, to be styled the Queen's Privy Council for Canada". The first members of the Queen's Privy Council were sworn in at Ottawa by the Governor General, Viscount Monck, on Monday, July 1, 1867.

The Privy Council is an advisory body to the Crown. Membership is determined by the Governor General on the advice of the Prime Minister, and no Minister may hold office without first being sworn to the Privy Council. Membership is for life, although by convention only those Privy Councillors who are also members of the Ministry of the day may advise the Crown, and they perform this function as a collectivity rather than as individuals.

## The Privy Council Office

### Historical Background

By section 130 of the *British North America Act*, all officers of the provincial governments charged with duties relating to matters assigned by the Act to the Parliament of Canada were required to continue to discharge these duties until it should be otherwise provided by Parliament. Accordingly, the Clerk of the Executive Council of the Province of Canada was sworn Clerk of the Privy Council on July 1, 1867, and carried on, almost without any change, the practices of his previous office in the Province of Canada.

Originally the Privy Council Office's (PCO) general function was, under the direction of the Clerk of the Privy Council, to assist the President of the Queen's Privy Council for Canada in the transaction of the Council's business. The work was concerned with the recommendations of Ministers of the Crown in fields where action was to be taken by the Governor-in-Council and with despatches to and from the Colonial Office that required ministerial attention.

Since 1867 several changes in function have taken place. In 1909 the duties involved in the handling of despatches were transferred to the new Department of External Affairs, and in 1940 the Clerk of the Privy Council was also made Secretary to the Cabinet (OIC P.C. 1940-1121, 25 March 1940). As Secretary he was charged, under the direction of the Prime Minister, with various duties in connection with meetings of the Cabinet and Cabinet Committees.

### Overall Responsibilities

For administration purposes, the Privy Council Office is regarded as a department of the government under the Prime Minister and its work is primarily concerned with:

- (a) the co-ordination of and support of activities for Cabinet and Cabinet Committees through the various secretariats;
- (b) the preparation of material for the Prime Minister;
- (c) liaison with departments and agencies of government on Cabinet matters;
- (d) work for interdepartmental committees of officials, including the provision of chairmen, members and secretaries and the preparation of papers for, and on behalf of, such committees;
- (e) undertaking special studies as required;
- (f) the examination of submissions to the Governor-in-Council to ensure conformity with policy and legal requirements, preparation of draft orders;
- (g) duties in connection with regulations made under the *Statutory Instruments Act* including the examining, editing, registering, and arranging for publication of federal statutory regulations in Part II of the *Canada Gazette*; and
- (h) support and advice to the Prime Minister respecting his prerogatives and responsibilities for the organization of the Government of Canada.

## Organization and Programs

Pursuant to the *Financial Administration Act*, the Privy Council Office is regarded as a department of government under the Prime Minister (see OIC P.C. 1903-1952, 31 March 1952 and OIC P.C. 1962-240, 22 February 1962). The Privy Council Office is divided into two main "line" divisions: Operations and Plans. These divisions operate in support of Cabinet, but do have additional responsibilities in relation to the Prime Minister. Each division contains a number of secretariats that serve both the Cabinet and the Prime Minister, and a number of other directorates and units that assist the Prime Minister in carrying out the responsibilities and prerogatives of his office.

Each of the five operational Cabinet Committees is supported by a secretariat within the PCO. Each secretariat is headed by an assistant secretary to the Cabinet and each is responsible for overseeing and co-ordinating initiatives within its policy sector. Each secretariat handles the paper flow for its Cabinet committee and for the Cabinet within the secretariat's policy area. (This involves the moving forward to and through Cabinet Committee and Cabinet itself proposals requiring Cabinet consideration, the preparation of supporting material in consultation with the appropriate policy sector, the preparation of agenda, and the recording of decisions.) There are also two secretariats which support two co-ordinating committees of Cabinet also handled by assistant secretaries located in the Plans Division: Priorities and Planning, and Legislation and House Planning. Unlike the Operations secretariats, the Plans secretariats do not co-ordinate or oversee a discrete policy sector. Two other co-ordinating committees of Cabinet are supported by secretariats outside the Privy Council Office. The Cabinet Committee on Federal-Provincial Relations is supported by the Federal-Provincial Relations Office. The Treasury Board has its own statutory authority and is served by the Treasury Board Secretariat.

### Operations Division

The division comprises five secretariats (each serving a separate Cabinet Committee). All are operating committees, and all are generally referred to as "subject matter committees". The division is headed by the Deputy Secretary to the Cabinet (Operations), and, headed by an Assistant Secretary to the Cabinet, each secretariat comprises two to six officers. There is also a section handling co-ordination and scheduling and Cabinet Documents.

As well as their secretariat and support role to the Cabinet Committees and Cabinet and their role of briefing the Prime Minister on current concerns in their respective areas, the secretariats' duties and functions involve the following:

#### Economic Policy Secretariat

Economic Policy provides the services and support of a group of economists who, in consultation on a regular basis with departments concerned with economic policy and in response to requests, prepare briefing notes and memoranda on current economic developments and issues.

#### Culture and Native Affairs

Culture and Native Affairs provides a co-ordination and secretariat role focusing on policies in fields related to native affairs, culture, telecommunications, sport, and parks and recreation.



## **Government Operations Secretariat**

Government Operations deals with issues in the renewable and non-renewable resources sector involving the infrastructure required to support their development including agriculture, transport, science and technology, and environmental affairs. (Proposals which effect the economy as a whole become the responsibility of Economic Policy.) Government Operations also deals with proposals with respect to specific economically-allied projects or programs, as well as items which do not clearly fall within the policy area assigned to another secretariat.

## **External Policy and Defence Secretariat**

This secretariat fulfills secretarial and co-ordinating roles in the area of external and defence policy. It also ensures that government policies in this area are under continuing review in terms of their relevance to national goals and objectives.

## **Social Policy Secretariat**

Social Policy deals with issues and policy initiatives in fields related to health, welfare, social insurances, manpower, housing, urban, veterans' affairs and labour questions.

## **Plans Division**

### **Priorities and Planning Secretariat**

The Priorities and Planning Secretariat provides support to the Cabinet Committee on Priorities and Planning. The main role of the committee involves determining the priorities of government and the establishment of broad objectives and long-term policies related to these priorities. This work includes consideration of the main areas of political and policy concern to the Government and the communication of these concerns throughout government to ensure the relationship of the priorities to the work of individual departments and agencies. The committee also ensures the establishment and application of a suitable framework for the allocation of the financial personnel, and time resources of the government.

There is also a Public Information Secretariat which provides support for the Cabinet Sub-committee on Public Information, a Sub-committee of the Priorities and Planning Committee which co-ordinates announcements and information programs concerning new government policies.

### **Legislation and House Planning**

The Secretariat of the Cabinet Committee on Legislation and House Planning co-ordinates the preparation of legislative programs, monitors their implementation, and provides support to the Cabinet Committee on Legislation and House Planning. The committee reviews draft Government bills prior to their submission to Cabinet and introduction in Parliament. As required, the secretariat advises the Prime Minister and the President of the Queen's Privy Council on matters relating to the legislative process.



## Machinery of Government Secretariat

Whereas the other secretariats of the Privy Council Office are oriented towards serving Cabinet and the Cabinet Committees, the Machinery of Government Secretariat is primarily oriented towards serving the Prime Minister. The Secretariat comprises the Government Organization and Senior Personnel Directorates. The Government Organization Directorate advises and otherwise supports the Prime Minister in the exercise of his prerogatives with respect to the organization of the Government of Canada. In practice this involves the directorate in giving advice and support related to basic organizational changes of the Government of Canada or intra-organizational changes which have an impact on other elements of the government. The directorate is concerned with both the substance and strategy of long or short-term plans of government organization and produces special studies related to organizational issues. In the pursuit of this function, the directorate maintains close liaison with the Treasury Board Secretariat, the Senior Personnel Directorate and other elements within the Plans Division.

Also included within the directorate are a number of responsibilities related to the provision of advice and support to the Prime Minister in matters related to the Canadian Monarchy. This function involves advice with respect to liaison with Government House and other matters related to the Queen, Governor General and Lieutenant Governors and advice related to policy respecting honours and awards.

The Senior Personnel Directorate similarly advises and otherwise supports the Prime Minister in the exercise of his prerogatives and responsibilities for the selection of key personnel (essentially the Governor-in-Council appointees such as Deputy Ministers).

The Assistant Secretary to the Cabinet (Machinery of Government) reports to both Secretaries to the Cabinet.

## Planning Projects Secretariat

The secretariat anticipates problems which are likely to warrant government attention. This group provides analytic, synectic and graphic services and a knowledge of planning techniques to any major study under review. They also provide data or assistance in setting major issues in a broader and longer term perspective to assist in the decision-making process.

## Other Sections

### Security, Intelligence and Emergency Planning Secretariat

The Security, Intelligence and Emergency Planning Secretariat reports to the Secretary to the Cabinet. Besides providing advice on security matters and serving the Special Committee of the Cabinet on Security and Intelligence, an ad hoc committee which meets as required, this secretariat reviews and co-ordinates emergency planning policy and reports periodically to Cabinet on the state of emergency preparedness of departments. The secretariat is supported by Emergency Planning Canada, which comes under its general direction. (During an emergency the secretariat facilitates Cabinet decision-making).

### Other

The Clerk of the Privy Council and Secretary to the Cabinet is also advised by an Economic Adviser, a Legal Counsel, and an Administrative Adviser.

## The Federal-Provincial Relations Office

### Historical Background

The office was established by *An Act Respecting the Office of the Secretary of the Cabinet for Federal Provincial Relations and Respecting the Clerk of the Privy Council* (SC 1974-75 c. 16). The office came into being as a separate entity on January 15, 1975. For some years prior to the creation of this office, the functions were carried out by a division in the Privy Council Office. (It was this division which was reconstituted as the Federal-Provincial Relations Office.) The office is headed by the Secretary to Cabinet for Federal-Provincial Relations.

The office is designated a department and the Prime Minister as "appropriate Minister" within the meaning and purpose of the *Financial Administration Act* (OIC P.C. 1975-250, 4 Feb. 1975).

### Overall Responsibilities

The objectives of the Federal-Provincial Relations Office are:

- (a) to assist the Prime Minister in his overall responsibility for federal-provincial relations;
- (b) to assist the Minister of State for Federal-Provincial Relations;
- (c) to provide Cabinet with greater assistance in examining federal-provincial issues of current and long-term concern; and
- (d) to assist in developing federal-provincial consultation on an increasing range of policy fronts.

For administrative purposes the Federal-Provincial Relations Office is regarded as a department of government under the Prime Minister, and its work includes:

- (a) preparation of material on federal-provincial relations matters for the Prime Minister and for the Minister of State for Federal-Provincial Relations;
- (b) providing assistance to Ministers, departments and agencies in the conduct of their relations with provincial governments including the development of long-term policies;
- (c) undertaking special studies as required;
- (d) monitoring provincial views on federal policies and programs, and the evolution of provincial policies as they affect federal policies;
- (e) co-ordination and support activities for the Cabinet Committee on Federal-Provincial Relations and for the Cabinet on federal-provincial questions;
- (f) co-ordination of federal participation in First Ministers' Conferences; and
- (g) participation in the work of interdepartmental committee of officials.

To carry out its responsibilities the Federal-Provincial Relations Office is divided into a Co-ordination Group, a Secretariat, a Policy and Program Review Section, and a Studies and Research Group.

## Other Services

### Administration

The Directorate of Administration provides administrative support to the Privy Council Office, Federal-Provincial Relations Office, the Prime Minister's Office, and the offices of the President of the Privy Council and the Leader of the Government in the Senate. Divisions such as Reference, Accounts, Personnel, and Office Services provide a common service for all these offices. In addition, the Director of Administration oversees the administering of Royal Commissions and Conferences, and administers the Prime Minister's residence.

### Statutes

The Prime Minister is responsible for the following:

*British North America Act 1867*

*Economic Council of Canada Act* (RSC 1970 c. E-1)

*Federal-Provincial Relations Office Act* (RSC 1974-75-76, c. 16)

*Governor General's Act* (RSC 1970 c. G-14)

*Inquiries Act* (RSC 1970 c. I-13)

*Ministries and Ministers of State Act* (RSC 1970 c. 14, secs. 13-24 [2nd Supp.])

*Official Languages Act* (RSC 1970 c. O-2) as amended

*Parliamentary Secretaries Act* (RSC 1970 c. P-1) as amended

*Public Service Rearrangement and Transfer of Duties Act* (RSC 1970 c. P-34)  
as amended

*Queen Elizabeth II Canadian Research Fund Act* (RSC 1970 c. Q-1)

*Royal Style and Titles, An Act respecting* (RSC 1970 c. R-12)

*Salaries Act* (RSC 1970 c. S-2) as amended

*Statutory Instruments Act* (RSC 1970-71-72 c. 38)

### The Canadian Ministry

(according to precedence in The Privy Council)

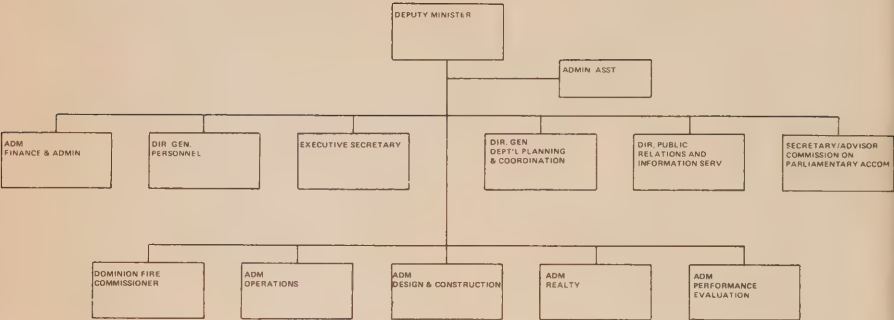
1. The Rt. Hon. Pierre Elliott Trudeau ..... Prime Minister
2. The Hon. Allan Joseph MacEachen ..... Deputy Prime Minister and President of  
the Queen's Privy Council for Canada
3. The Hon. Jean Chrétien ..... Minister of Finance
4. The Hon. Donald Campbell Jamieson ..... Secretary of State  
for External Affairs
5. The Hon. Robert Knight Andras ..... Minister of State and President of the  
Board of Economic Development Ministers
6. The Hon. Otto Emil Lang ..... Minister of Transport
7. The Hon. Alastair William Gillespie ..... Minister of Energy, Mines and  
Resources and Minister of State for Science and Technology
8. The Hon. Martin Patrick O'Connell ..... Minister of Labour
9. The Hon. Eugene Francis Whelan ..... Minister of Agriculture
10. The Hon. W. Warren Allmand ..... Minister of Consumer  
and Corporate Affairs
11. The Hon. James Hugh Faulkner ..... Minister of Indian Affairs  
and Northern Development
12. The Hon. André Ouellet ..... Minister of Public Works and  
Minister of State for Urban Affairs

13. The Hon. Daniel Joseph MacDonald	Minister of Veterans Affairs
14. The Hon. Marc Lalonde	Minister of Justice and Attorney General of Canada
15. The Hon. Jeanne Sauvé	Minister of Communications
16. The Hon. Raymond Joseph Perrault	Leader of the Government in the Senate
17. The Hon. Barnett Jerome Danson	Minister of National Defence
18. The Hon. J. Judd Buchanan	President of the Treasury Board
19. The Hon. Roméo LeBlanc	Minister of Fisheries and the Environment
20. The Hon. Marcel Lessard	Minister of Regional Economic Expansion
21. The Hon. Jack Sydney George Cullen	Minister of Employment and Immigration
22. The Hon. Leonard Stephen Marchand	Minister of State (Environment)
23. The Hon. John Roberts	Secretary of State of Canada
24. The Hon. Monique Bégin	Minister of National Health and Welfare
25. The Hon. Jean-Jacques Blais	Solicitor General of Canada
26. The Hon. Anthony Chisholm Abbott	Minister of National Revenue and Minister of State (Small Businesses)
27. The Hon. Iona Campagnolo	Minister of State (Fitness and Amateur Sport)
28. The Hon. John Henry Horner	Minister of Industry, Trade and Commerce
29. The Hon. Norman A. Cafik	Minister of State (Multiculturalism)
30. The Hon. Gilles Lamontagne	Postmaster General
31. The Hon. John M. Reid	Minister of State (Federal-Provincial Relations)
32. The Hon. Pierre De Bané	Minister of Supply and Services

## Parliamentary Secretaries

Agriculture .....	Yves Caron
Communications .....	Crawford Douglas
Consumer and Corporate Affairs .....	Aideen Nicholson
Employment and Immigration .....	Frank Maine
Energy, Mines and Resources, and Science and Technology .....	Pierre Bussi�eres
External Affairs .....	Louis Duclos
Federal-Provincial Relations .....	Gus MacFarlane
Finance .....	Alan Martin
Fisheries and the Environment .....	Jack Pearsall
Indian Affairs and Northern Development .....	Hugh A. Anderson
Industry, Trade and Commerce .....	Bernard Loiselle
Justice .....	Claude-Andr� Lachance
Labour .....	Dennis Dawson
Multiculturalism .....	William Andres
National Defence .....	Raymond Dupont
National Health and Welfare .....	W. Kenneth Robinson
National Revenue and Small Business .....	Yves Demers
Postmaster General .....	David Collette
President of the Queen's Privy Council .....	Yvon Pinard
Public Works and Urban Affairs .....	Hal Herbert
Regional Economic Expansion .....	Donald Wood
Secretary of State .....	Robert Daudlin
Solicitor General .....	Roger Young
Supply and Services .....	Maurice Harquail
Transport .....	Charles Lapointe
Treasury Board .....	Thomas H. Lefebvre
Veterans Affairs .....	Gilbert Parent

Department of Public Works





# Department of Public Works

## Head Office

Sir Charles Tupper Building  
Confederation Heights  
Ottawa, Ontario  
K1A 0M2

## Minister

Minister of Public Works

## Principal Officers

Deputy Minister	J.A.H. Mackay
Assistant Deputy Minister (Operations)	A.D. Wilson
Assistant Deputy Minister (Realty)	A.J. Perrier
Assistant Deputy Minister (Design and Construction)	G. Desbarats
Assistant Deputy Minister (Finance)	F. Markson
Assistant Deputy Minister (Performance Evaluation)	L.V. McGurran
Director-General (Departmental Planning and Coordination)	D.J. Hartt
Director-General (Personnel)	E.J. Fitzpatrick
Director-General, Atlantic Region	D. Dunphy
Director-General, Quebec Region	G. Wolfe
Director-General, National Capital Region	H.D. McFarland
Director-General, Ontario Region	E.D. Manchul
Director-General, Western Region	J. Brown
Director-General, Pacific Region	R.B. Angus

## Historical Background

The Department of Public Works was established in 1867 by an *Act respecting the Public Works of Canada* (SC 1867-68 c. 12). Before that time, public works were carried on in the Province of Canada by the Commissioner of Public Works who controlled canals, works in navigable waters, harbours, lighthouses, beacons and buoys, slides and booms, roads and bridges, public buildings and provincial vessels.

## Overall Responsibilities

Under the *Public Works Act* (RSC 1970 c. P-38), the department is responsible for the management and direction of the public works of Canada except as specifically provided for in other statutes. The Department of Public Works is to manage real property for the government of Canada and provide planning, design, construction and realty services to government institutions, departments and agencies while contributing to the achievement of the government's wider social, economic and environmental objectives. This includes responsibility for the construction and maintenance of public buildings, acquiring leased accommodation for public use, construction and maintenance of wharves, piers, roads, bridges, and improvement of harbours and navigable channels.

Under the *Federal Expropriation Act 1970*, the department also administers the expropriation activities for the federal government, and the central real property inventory for the Treasury Board and federal departments and agencies.



## Organization and Programs

The department has six functional divisions at headquarters: Departmental Planning and Co-ordination, Performance Evaluation, Realty, Design and Construction, Finance and Administration, and Personnel. In addition, the Assistant Deputy Minister, Operations, gives direction to the department's six geographic regions. The six regions are:

- (a) Atlantic Region which includes the Maritime Provinces and Newfoundland and Labrador, with head office in Halifax;
- (b) Quebec Region, comprising most of the Province of Quebec, plus Baffin Island, with headquarters in Montreal;
- (c) National Capital Operations Branch, an elongated area on both banks of the Ottawa River, with offices in downtown Ottawa;
- (d) Ontario Region, including most of the Province of Ontario, with Toronto headquarters;
- (e) Western Region, comprising the three Prairie Provinces of Manitoba, Saskatchewan and Alberta, plus most of the Northwest Territories, with central office in Edmonton; and
- (f) Pacific Region, which includes the Province of British Columbia and Yukon Territory, with the regional office in Vancouver.

Behind this structure are three principles: a belief in the special suitability of matrix management to departmental needs; a conviction of the need to decentralize operations as much as possible, while providing for the required centralized planning and control; and the recognition that Public Works operates as an integrated total system, rather than a set of neat organizational units.

The Deputy Minister is supported by two groups of senior officers, of roughly equivalent classification levels and organizational status: one of a functional nature; with department-wide responsibilities, and the other of an operations' management nature, operating within regional boundaries.

The first group of managers is responsible to the Deputy Minister for the department-wide effectiveness of the department's major functions.

The second group comprises the six regional Directors-General who are responsible for managing departmental operations, directing ongoing operations in the regions. The ADM Operations, in addition to representing regional interests at Headquarters, ensures the implementation of the department's approved real estate projects and programs.

The department's programs include:

- (a) **Accommodation**
  - to provide departments and agencies of the federal government with accommodation of approved standards of quantity, quality and efficiency at the most economical cost;
- (b) **Land Management and Development**
  - to manage and develop federal lands so as to combine the efficient provision of government services with the achievement of wider social, economic and environmental objectives;
- (c) **Marine**
  - to provide and maintain at the most economical cost marine facilities as required by federal programs for the development and support of industry and for water level control;

**(d) Transportation and Other Engineering**

— to provide and maintain at the most economical cost roads, bridges, and public utility services as required by federal government programs; and

**(e) Professional and Technical Services**

— to provide the professional and technical services including engineering and architectural services, surveys, testing, design, contract management, and project control for a large segment of the federal government's construction program.

These are supported by the department's Administration program, which provides central policy direction and central administrative support services for all departmental programs.

## **Dominion Fire Commission**

The Commission administers the government property fire prevention regulations and ensures that all departments and agencies (except the Department of National Defence) comply with minimum fire safety requirements. Standards are published to assist those responsible for design, construction, and maintenance of government property.

## **Land Management Role**

Public Works essentially provides all the same services to clients that any large realty firm provides. However, the department also has an extensive program for operations and maintenance of land and facilities, and a special set of responsibilities related to the acquisition (including expropriation), management and property disposal on behalf of the Crown.

Since 1973, the department has been operating under the basic policy principle established by Cabinet that "Federal land should be managed so as to combine the efficient provision of government services with the achievement of other social, economic and environmental objectives." Thus, the department now seeks to manage its programs in such a way that they contribute to broader government objectives: regional economic stimulation, conservation of resources, health of local real estate and construction industries, positive federal presence, improvement of the urban and rural environment, encouragement and facilitation of design excellence, and the development of design, construction and real property technologies, techniques, standards and information.

## **Statutes**

The Minister is responsible for the administration of the following statutes:

*Dry Docks Subsidies Act* (RSC 1970 c. D-9)

*Expropriation Act* (RSC 1970 c. 16, 1st supp.)

*Government Harbours and Piers Act* (RSC 1970 c. G-9, sec. 5)

*Government Property Traffic Act* (RSC 1970 c. G-10)

*Government Works Tolls Act* (RSC 1970 c. G-13)

*Kingsmere Park Act* (RSC 1952 c. 161, in part)

*Laurier House Act* (RSC 1952 c. 163)

*Public Works Act* (RSC 1970 c. P-38) amended 1976-77, c. 28

*Trans-Canada Highway Act* (RSC 1970 c. T-12)

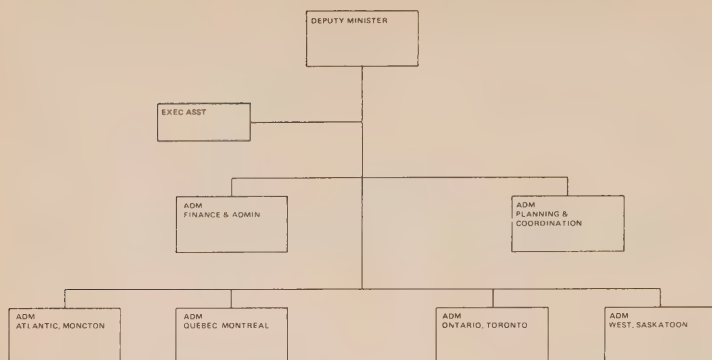
*Bridges Act* (RSC 1970, c. B-10) (except Fort Falls Bridge Authority)

*Official Residences Act* (RSC 1970, c. P-20) (2nd Supp), amending the Prime Minister's Residence Act

*Ottawa River Act* (RSC 1870, c. 24)

*Surplus Crown Assets Act* (RSC 260 S1, C.S.-20)

# Department of Regional Economic Expansion



# Department of Regional Economic Expansion

## Head Office

200 rue Principale  
Hull, Quebec  
K1A 0M4

## Minister

Minister of Regional Economic Expansion

## Principal Officers

Deputy Minister ..... J. Douglas Love

### Assistant Deputy Ministers

Administration .....	John MacNaught
Planning and Coordination .....	Mark R. Daniels
Atlantic .....	Harley McGee
Quebec .....	Robert C. Montreuil
Ontario .....	Ronald R. McIntyre
Western .....	James Collinson

## Historical Background

The creation of the department, on April 1, 1969, was the culmination of a process which started in July of the previous year when the Prime Minister announced the government's intention of establishing a department to mount a new and comprehensive federal effort to combat regional economic disparities in Canada (see RSC 1970 C.R-4).

In its early years, the Department of Regional Economic Expansion (DREE) was responsible for continuing and integrating regional development programs formerly administered by other federal departments and agencies. These programs were the:

*Agricultural and Rural Development Act (ARDA),*  
*Fund for Rural Economic Development Act (FRED),*  
Canada Land Inventory (CLI),  
Newfoundland Resettlement Program,  
Prairie Farm Rehabilitation Administration (PFRA),  
*Maritime Marshland Rehabilitation Act (MMRA),*  
*Area Development Incentives Act (ADIA),*  
Atlantic Development Board (ADB),  
Atlantic Provinces Power Development Act (APPDA), and the  
NewStart Program.

Under the *Department of Regional Economic Expansion Act*, the department introduced a Special Areas program to provide infrastructure assistance in certain areas of the country. In addition, the *Regional Development Incentives Act* (RDIA), was established to authorize the provision of incentive grants and loan guarantees to manufacturing and processing industries to establish, expand and modernize their facilities in designated regions.

The Minister also became responsible for the Canadian Council on Rural Development (CCRD), the Atlantic Development Council (ADC), the Cape Breton Development Corporation (DEVCO), and the Regional Development Incentives Board.

During the fiscal year 1973-74, the department completed a major policy review and re-organization that resulted in a new approach to regional development policy, accompanied by a new decentralized structure.

### **Overall Responsibilities**

The department is responsible for facilitating economic growth and social adjustment in the various regions of the country, through a series of federal-provincial agreements, special programs and other activities designed to increase, and improve access to, development opportunities.

## **Organization and Programs**

The department is fully decentralized to enable it to respond rapidly and efficiently to local, provincial and regional needs as they arise. The present organization includes headquarters in Ottawa, regional offices at Moncton, Montreal, Toronto and Saskatoon, a provincial office in each provincial capital and various branch offices.

The department's program approach can be broadly divided into three categories: development opportunity initiatives, industrial incentives and other programs.

### **Development Opportunity Initiatives**

This category involves joint federal-provincial initiatives under General Development Agreements (GDAs) and subsidiary agreements for the realization of mutually agreed upon economic and socio-economic development opportunities in each province. The range of current development activities varies from province to province, but includes forestry, agriculture, fisheries, transportation, tourism, industrial development, northlands, mineral development and planning.

### **Industrial Incentives**

The *Regional Development Incentives Act* (RDIA), now extended to 1981, continues to assist business and industry through the provision of grants for manufacturing and processing facilities in broad designated regions which cover all of the Atlantic provinces, Manitoba, Saskatchewan and the Northwest Territories and parts of Ontario, Quebec, Alberta and British Columbia.

### **Other Programs**

Particular rural development activities are carried out under the *Agricultural and Rural Development Act* (ARDA), and activities to improve the economic circumstances of people of Indian ancestry are provided under the Special ARDA program in some areas. The department is also responsible for the Prairie Farm Rehabilitation Administration (PFRA) which is designed to combat drought and soil drifting in the prairie provinces.

**Regional Offices***Atlantic Region*

770 Main Street  
14th floor  
P.O. Box 1210  
Moncton, New Brunswick  
E1C 8P9

*Ontario Region*

Niagara Building  
5th floor  
1300 Yonge Street  
Toronto, Ontario  
M4T 1X3

*Quebec Region*

Stock Exchange Tower  
800 Victoria Square  
P.O. Box 247  
Montreal, Quebec  
H4Z 1E8

*Western Region*

814 Bessborough Tower  
601 Spadina Crescent East  
Saskatoon, Saskatchewan  
S7K 3G8

**Additional Information** — Address enquiries to the Director, Public Information Services Branch.

**Parliamentary Committee** — Standing Committee on Regional Development.

**Auditor** — Auditor General of Canada.

**Statutes**

The Minister is responsible for the administration of the following statutes:

*Agricultural and Rural Development Act (ARDA)* (RSC 1970 c.A-4);  
*Atlantic Provinces Power Development Act* (RSC 1970 c.A-17);  
*Cape Breton Development Corporation Act* (RSC 1970 c.C-13), as amended;  
*Department of Regional Economic Expansion Act* (RSC 1970 c.R-4);  
*Fund for Rural Economic Development Act* (SC 1966-67 cc. 41,80), as amended;  
*Prairie Farm Rehabilitation Act* (RSC 1970 c.P-17); and  
*Regional Development Incentives Act* (RSC 1970 c.R-3), as amended.



# Atlantic Development Council

## Head Office

Ashley Building  
Peet Street  
St. John's, Newfoundland  
A1B 2C9

## Minister

Minister of Regional Economic Expansion

## Members of the Council

Chairman, Donald H. McDougall (6/79) ..... Halifax, N.S.

Vice-Chairman, Alyre H. Cormier (4/79) ..... Moncton, N.B.

### Other Members

W. John Bigelow (4/78) ..... Charlottetown, P.E.I.

Theo H. Etchegary (4/78) ..... Burin, Nfld.

Bruce D. McKenzie (8/78) ..... Middleton, N.S.

Charles A. Moulton (8/78) ..... Halifax, N.S.

Paul LePage (8/78) ..... Bathurst, N.B.

Joseph V. Streeter (8/78) ..... Saint John, N.B.

J. Burford Ploughman (4/79) ..... St. John's, Nfld.

Esau E. Thoms (8/78) ..... Freshwater, Placentia Bay, Nfld.

Teresa MacNeil (4/81) ..... Antigonish, N.S.

## Principal Officer

Executive Director ..... James L. Miller

## Historical Background

The Atlantic Development Council was established by the *Government Organization Act*, 1969, as an advisory body to the Minister. (This advisory function had been provided previously by the Atlantic Development Board. The operational functions were absorbed into the Department of Regional Economic Expansion in 1969.) The members are appointed by the Governor-in-Council, after consultation with the provincial governments, to reflect the economic structure of the Atlantic Region.

## Overall Responsibilities

The Council advises, reports, and recommends to the Minister on:

- (a) plans, programs, and proposals for fostering the economic expansion and social adjustment of the Region;
- (b) the possibility of certain programs and projects and the contribution they would make to the economic expansion and social adjustment of the Region; and
- (c) such other matters as the Minister may refer to the Council.



## Organization

In 1974, the Council established four provincial committees each consisting of Council members from each province. A Cabinet Minister designated by each provincial premier acts as liaison. Each committee monitors provincial development activities, and provides the Council with a more in-depth knowledge of development problems and opportunities within each province.

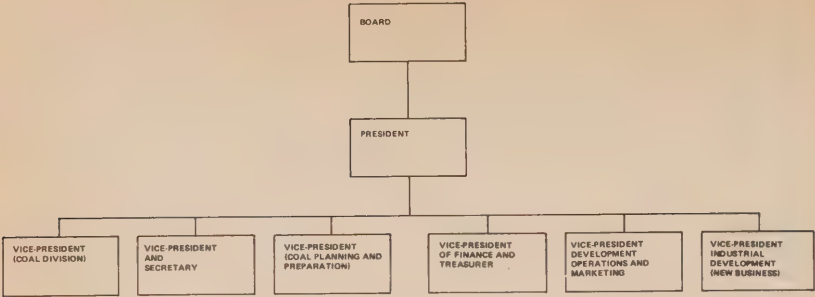
The staff of the Council consists of development officers (economics, engineering, business, and resources), plus two economists. This staff provides a back-up for the four provincial committees, and a research capability for the Council. (Contracts for professional services, are let out in order to augment the research capacity.)

**Additional Information** — The Council has published a number of reports on Atlantic development issues. For copies and other information, write to the Council address or telephone 1-709-753-1902.

**Parliamentary Committee** — Standing Committee on Regional Development.

**Auditor** — Auditor General of Canada.

Cape Breton Development Corporation



# Cape Breton Development Corporation

## Head Office

Cabot House  
500 Kings Road  
Sydney, Nova Scotia

## Mailing Address

P.O. Box 1330  
Sydney, Nova Scotia  
B1P 6K3  
Telephone: 902-539-6300

## Minister Designated

Minister of Regional Economic Expansion

## Board of Directors

Chairman, Steve Rankin (4/83)

Port Hawkesbury, N.S.

### Other Directors

G. Robert Matheson, Q.C. (1/83)

Sydney, Nova Scotia

Arthur J. LeBlanc (7/79)

Port Hawkesbury, N.S.

Thomas Worrall Kent (1/82)

Sydney, Nova Scotia

Kenneth A. MacInnis (3/83)

Dartmouth, Nova Scotia

## Principal Officer

President, G. Robert Matheson, Q.C.

Sydney, N.S.

## Historical Background

The Cape Breton Development Corporation (DEVCO) was established by the *Cape Breton Development Corporation Act* (SC 1967 c. 6 — now RCS 1970 c. C-13).

Section 31(1) of the Act designates this Crown corporation as a proprietary corporation (Schedule "D") within the meaning and purpose of the *Financial Administration Act*. Except as provided in subsection 30(1), the Corporation is an agent of Her Majesty.

## Overall Responsibilities

DEVCO began in order to deal with the threatened closure of the Sydney coalfields. The Governments of Canada and Nova Scotia agreed that a proprietary corporation be formed in order to handle the coal problem, and diversify the economic base available to the people of Cape Breton Island.

## Organization and Programs

Within the corporation are two divisions: Coal; Industrial Development.

### Coal Division

This division acquired the interests of the major coal producer in the Sydney coalfield with the objective of rationalizing coal production in the area. It is rehabilitating and modernizing the industry with the objective of making it economically viable by 1977.

## Industrial Development Division

This division promotes and assists the development and financing of industry on Cape Breton Island, including primary industries and tourist-oriented services, with the aim of improving, in concert with federal and provincial departments, employment and earning opportunities on the Island.

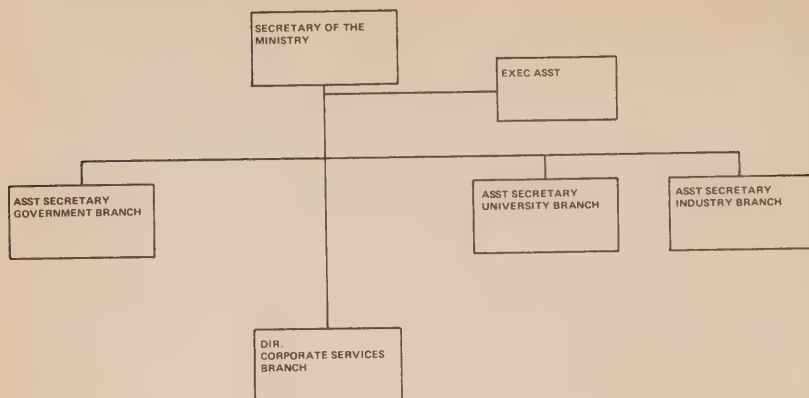
**Additional Information** — may be obtained from the information director at head office.

**Parliamentary Committee** — Standing Committee on Regional Development.

**Auditor** — Touche Ross & Company.



# Ministry of State for Science and Technology



# Ministry of State for Science and Technology

## Head Office

270 Albert Street,  
Ottawa, Ontario  
K1A 1A1

## Minister

Minister of State for Science and Technology

## Principal Officers

Secretary .....	L. Denis Hudon
Assistant Secretaries	
Government Branch .....	D.B. Dewar
Industry Branch .....	Don Thom
University Branch .....	Dr. Hugh Wynne-Edwards
Corporate Services Branch .....	J.P. McLaughlin

## Historical Background

The Ministry of State for Science and Technology was created under the *Ministries and Ministers of State Act* (RSC 1970 c. 14 [2nd Supp]). A Proclamation establishing the Ministry was issued (SOR/71-413, 25 Aug. 1971). OIC P.C. 1971-1696 (SOR/71-408, 25 Aug. 1971) designating the Ministry as a department and the Minister as the Appropriate Minister for purposes of the *Financial Administration Act*. OIC P.C. 1971-1697 transferred that part of the Privy Council Office known as the Secretariat for Science and Technology from the Prime Minister to the Minister of State for Science and Technology.

## Overall Responsibilities

Responsibility for three distinct policy areas rests with the Ministry:

- (a) policy for the support of science which encompasses the acquisition of knowledge, the development of research capability, the provision of scientifically-trained manpower and the dissemination of scientific information;
- (b) policy for the application of scientific and technological resources which encompasses the wise, economic and co-ordinated use of scientific knowledge, manpower and facilities;
- (c) science in public policy which encompasses the introduction of scientific knowledge, reasoning and methodology into the development of public policy at the strategic level.

In support of the major objective of encouraging the development and use of science and technology, the Ministry has the following responsibilities: to formulate and develop policies for and to advise on both the support of science and technology and the application of science and technology to national issues, as well as to foster the use of scientific and technological knowledge in the formulation and development of public policy.



The program description for the Ministry is:

- policy development: develop policies for the support of science and technology, develop policies for and advise on the application of scientific and technical resources to national issues; foster use of scientific and technological knowledge in the formulation and development of public policy;
- policy development support: provide a policy and program review and evaluation capability; provide a secretariat for the Ministry project management committee; provide a science and technology data base in support of policy development and program review; and
- department administration: offices of the Minister and Secretary; administrative, personnel and financial services.

## **Organization and Programs**

The Ministry is organized into four branches: Government, Industry, University, and Corporate Services.

### **Government Branch**

This branch has responsibility for all projects having a direct impact upon government policy and government activities in science and technology. The large research and development program that is carried out by various departments necessitates a review process, which covers policy and current operations. This ensures that national and government objectives are met.

The branch consists of three divisions. Government Projects Division, undertakes policy review and development projects at the request of Cabinet or Treasury Board and in response to needs identified by the Ministry. Program Review and Assessment Division advises the Treasury Board and federal departments on the analysis and evaluation of departmental programs and expenditure plans. International Division attempts a synthesis of Canadian domestic information in this area, and interprets the significance of international initiatives on domestic science and technology programs.

### **Industry Branch**

The principal function of this branch is to develop and assess federal government science and technology policies relating to research and development, and the use of science and technology in Canada's resource, manufacturing and service industries.

In policy development, the branch's objective is to improve and co-ordinate the utilization of scientific and technological advances as well as to enhance research and development capabilities in Canadian industry. It also responds to requests from other departments to co-ordinate policy proposals in areas which involve several departments. The branch reviews the policy proposals of other federal departments, whenever there are implications of an industrial, scientific or technological nature.

## University Branch

This branch is responsible for advising the government on policies concerning the federal support of university research, the involvement of university research in the pursuit of national objectives, as well as its contribution to Canada's international obligations. The branch provides background information to the Inter-Council Coordinating Committee which is a consultative body composed of the Presidents of the Granting Councils, and the Secretary of the Ministry of State for Science and Technology.

## Corporate Services Branch

The responsibility of this branch is to provide common administrative services to the policy development branches of the Ministry. It is comprised of five divisions — Communications Services Division, Personnel Division, Financial Services Division, Administrative Services Division, and Project Management Committee Secretariat.

**Additional Information** — may be obtained from the Chief of Communications Services.

**Parliamentary Committee** — Standing Committee on Miscellaneous Estimates Committee.

**Auditor** — Auditor General of Canada.

# National Research Council of Canada

## Head Office

Montreal Road  
Ottawa, Ontario  
K1A 0R6

## Minister Designated

Minister of State for Science and Technology

## Members of the Council

W.G. Schneider, President	Ottawa, Ont.
P.W. Allderdice	St. John's, Nfld.
C.-E. Beaulieu	Ste-Foy, Qué.
B.A. Beneteau	Montréal, Qué.
M. Brossard	Laval-des-Rapides, Qué.
G.A. Chapman	Hamilton, Ont.
J. Clark	Montréal, Qué.
P.J. Choquette	Ottawa, Ont.
W.A. Cumming	Ottawa, Ont.
M. Drouin	Montréal, Qué.
D.A. Eisenhauer	Lunenburg, N.S.
J.E. Fletcher	Calgary, Alta.
B.A. Gingras	Ottawa, Ont.
K. Glegg	Ottawa, Ont.
R.H. Haynes	Downsview, Ont.
J.P. Johnson	Winnipeg, Man.
R.U. Lemieux	Edmonton, Alta.
B.E. March	Vancouver, B.C.
L.A. Mitten	Vancouver, B.C.
W.A. Pieczonka	Burlington, Ont.
B.P. Stolcheff	Toronto, Ont.
D.C. Webster	Toronto, Ont.
B.D. Leddy, Secretary of the Council	Ottawa, Ont.

## Principal Officers

President	W.G. Schneider
Vice-Presidents	
Laboratories	W.A. Cumming
Industry	K. Glegg
External Relations	B.A. Gingras
Personnel and Administrative Services	P.J. Choquette

## Historical Background

The National Research Council (NRC), established in 1916 (*National Research Council Act* RSC 1970 c. M-14), is a Crown corporation reporting to Parliament through a designated Minister. Since its founding, the Council has played a major role in Canada's scientific development. Today, it functions as a national science laboratory, a patron of Canadian scientific research and a vital link between the scientific interests of government, industry and universities in Canada.

## Organization and Programs

Within its recently redefined role, and as a result of the recent transfer of NRC's Program of University Grants and Scholarships to the newly created Natural Sciences and Engineering Research Council, NRC's operational activities are now organized under two defined programs: Scientific and Industrial Research Program; and Scientific and Technical Information Program. The following is a summary of the objectives and principal activities being carried out within each of these programs.

### Scientific and Industrial Research Program

- (a) Basic and Exploration Research to acquire new knowledge and expertise and to discover new applications of science of potential economic and social benefit;
- (b) Research on Long-term Problems of National Concern directed towards the solution of problems such as energy, food, transportation, building and construction;
- (c) Research in Direct Support of Industrial Innovation and Development, including research on promising areas of new technology, effective methods of technology transfer to industry and technical and financial assistance to industry to carry out specific research and development projects to the point of industrial innovation;
- (d) Research to Provide Technological Support of Social Objectives in areas such as health, law, public safety, environmental quality and quality of Canadian life;
- (e) National Facilities, developed and managed as unique research facilities as a service to industry, governments and universities;
- (f) Research and Services Related to Standards, including primary standards, codes and secondary standards; and
- (g) Administrative and Supporting Services.

### Scientific and Technical Information Program

- (a) Provision of Information Services — with the aid of the expertise and resources of the Canada Institute for Scientific and Technical Information (CISTI), to provide for the collection, storage, retrieval, analysis and transfer of scientific and technical information and to support the publication of scientific and engineering research journals;
- (b) Network Implementation — Implementation and maintenance of a Canadian network of scientific and technical information services through interlinkage and coordination of existing resources and services in Canada and abroad; and
- (c) Research and Development related to the technologies and management of information systems and processes, exchanges and related standards.

**Additional Information** — from the public information advisor.

**Parliamentary Committee** — Standing Committee on Miscellaneous Estimates.

**Auditor** — Auditor General of Canada.

# Natural Sciences and Engineering Research Council of Canada

## Head Office

Montreal Road  
Ottawa, Ontario  
K1A 0R6

## Minister Designated

Minister of State for Science and Technology

## Members of the Council

G.M. MacNabb .....	Ottawa, Ont.
L.I. Barber .....	Regina, Sask.
A. Bourns .....	Hamilton, Ont.
A. Bruneau .....	St. John's, Nfld.
T. Buell .....	Vancouver, B.C.
C. Carboneau .....	Ste-Foy, Qué.
R. Church .....	Calgary, Alta.
L. Clarke .....	Toronto, Ont.
P. Dansereau .....	Montréal, Qué.
V. Douglas .....	Montréal, Qué.
J. Douville .....	Lachine, Qué.
H. Duckworth .....	Winnipeg, Man.
U. Franklin .....	Toronto, Ont.
W. Fyfe .....	London, Ont.
J.J. Giasson .....	Montréal, Qué.
N. Keevil Jr. ....	Vancouver, B.C.
L. Kerwin .....	Ste-Foy, Qué.
J. Morris .....	Ottawa, Ont.
B.T. Newbold .....	Moncton, N.B.
A. Ross .....	Calgary, Alta.
M. Shaw .....	Vancouver, B.C.
K. Sweeney .....	Yarmouth, N.S.

## Principal Officers

President .....	G.M. MacNabb
Vice-President .....	to be appointed

## Historical Background

The Natural Sciences and Engineering Research Council (NSERC), established in 1978 [Government Organization (Scientific Activities) Act, 1976, Part III], is a Crown corporation reporting to Parliament through a designated Minister. It is the function of the Council to promote and assist research in the natural sciences and engineering other than the health sciences; and to advise the Minister in respect of such matters relating to such research as the Minister may refer to the Council for its consideration.

## Organization and Programs

The activities of the Council are organized under four categories:

- (a) Peer Adjudicated Grants;
- (b) Developmental Grants;
- (c) Highly Qualified Manpower Training and Development; and
- (d) National and International Activities.

The following objectives and principal activities are being carried out within each of these programs.

- (a) Peer Adjudicated Grants are grants for research expenses and equipment costs awarded to selected individuals and groups on the basis of peer adjudication. The majority of the grants for university research are awarded to individual researchers or groups of researchers on the basis of merit of their proposed research and their proven excellence in research, be it fundamental or applied, as judged by a committee of their peers.
- (b) Developmental Grants are grants requested by individuals, groups (including multi-disciplinary groups) or institutions, for major research installations, research programs, special research projects and regional development of research capability, to meet needs or to provide opportunities to contribute to the resolution of problems related to scientific, economic and resource development.
- (c) Highly Qualified Manpower Training and Development Scholarships and fellowships are awarded in national competitions to graduate students, postdoctoral fellows and senior scientists and engineers in universities and Canadian industry, for advanced study or research and professional development.
- (d) National and International Activities involve grants to support national scientific and engineering conferences, the international exchange of scientists and engineers, and selected activities of some scientific and learned institutions.



# Science Council of Canada

## Head Office

Kent-Albert Building  
150 Kent Street  
Ottawa, Ontario  
K1P 5P4

## Minister Designated

Minister of State for Science and Technology

## Members of the Council

Chairman, Dr. Josef Kates (9/78)	Toronto, Ont.
Vice-Chairman, Dr. Claude Fortier (9/78)	Québec, Québec
Other Members	
Dr. David V. Bates (9/79)	Vancouver, B.C.
Dr. Roger A. Blais (1/81)	Montréal, Québec
Dr. Beth Candlish (1/81)	Winnipeg, Man.
Dr. Donald A. Chisholm (2/80)	Ottawa, Ont.
Bernard G. Coté (3/79)	Montréal, Québec
J.V.R. Cyr (12/79)	Montréal, Québec
Yvon De Guise (2/80)	Montréal, Québec
Dr. Léon Dion (1/81)	Québec, Québec
Dr. Lawson Drake (7/81)	Charlottetown, P.E.I.
Dr. David J.I. Evans (5/80)	Edmonton, Alta.
John E.P. Gallagher (7/81)	Calgary, Alta.
Jean-Paul Gourdeau (7/81)	Montréal, Québec
T. Ranald Ide (1/81)	Toronto, Ont.
Dr. W.O. Kupsch (3/79)	Saskatoon, Sask.
Donald A.S. Lanskill (1/81)	Vancouver, B.C.
Dr. J.J. MacDonald (6/80)	Antigonish, N.S.
Arthur J. O'Connor (2/80)	Fredericton, N.B.
John A. Pollock (5/79)	Kitchener, Ont.
Dr. B.E. Robertson (7/81)	Regina, Sask.
Dr. H. Rocke Robertson (3/79)	Ottawa, Ont.
Dr. Michael Shaw (3/79)	Vancouver, B.C.
Dr. Louis Siminovitch (7/81)	Toronto, Ont.
Harold L. Snyder (1/81)	St. John's, Nfld.
Dr. David Suzuki (1/81)	Toronto, Ont.
Dr. Clayton M. Switzer (3/79)	Guelph, Ont.
Muriel Vogel-Sprott (12/79)	Waterloo, Ont.
Dr. Blossom T. Wigdor (12/79)	Montréal, Québec
Dr. J. Tuzo Wilson (6/80)	Toronto, Ont.

## Historical Background

The Science Council of Canada was established in 1966 by the *Science Council of Canada Act* (now RSC 1970 c. S-5). The Act was amended by Bill C-26 passed by the House of Commons on June 3, 1977. The Council, a Crown corporation, is designated a departmental corporation (Schedule B) within the meaning and purpose of the *Financial Administration Act* (OIC P.C. 1969-1225, 17 Jun 1969). OIC P.C. 1971-1702, 12 Aug 1971 designated the Minister of State for Science and Technology as the Appropriate Minister for the purposes of the Science Council of Canada Act. The Council is an agent of Her Majesty.



## Overall Responsibilities

It is the function of the Council to assess the scientific and technological resources, requirements and potentialities of Canada and to increase public awareness of:

- (i) scientific and technological problems and opportunities, and
- (ii) the interdependence of the public, governments, industries and universities in the development and use of science and technology.

## Organization

The Council conducts on its own initiative or, if directed to do so by the Minister, such studies, inquiries and other undertakings with respect to any matter relating to its duties, and reports to, advises or makes recommendations to the Minister as required.

The Council submits to the Minister a report of its operations for each fiscal year. This report is tabled in the House of Commons. In addition, the Council may publish such studies and reports prepared for its use as it see fit.

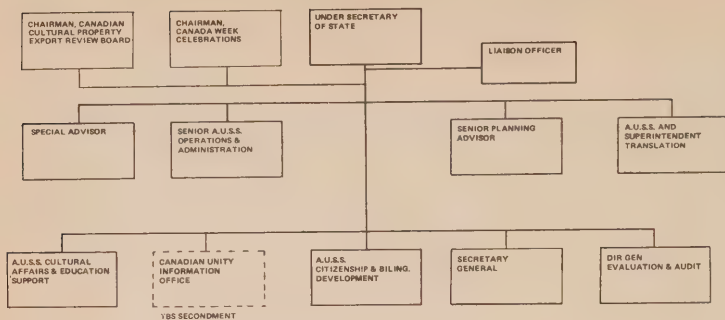
The Council consists of 30 members appointed by the Governor-in-Council, and is supported by a small professional and administrative staff.

**Additional Information** — all queries are directed to the Secretary.

**Parliamentary Committee** — Standing Committee on Miscellaneous Estimates.

**Auditor** — Auditor General of Canada.

# Department of the Secretary of State



# Department of the Secretary of State

## Head Office

Ottawa, Ontario  
K1A 0M5

## Minister

Secretary of State

## Principal Officers

Under Secretary of State .....	Pierre Juneau
Senior Assistant Secretary of State .....	Gerald T. Rayner
Assistant Under Secretaries of State	
Citizenship and Bilingualism Development .....	Denise Moncion
Cultural Affairs .....	Peter M. Roberts
Bureau for Translations .....	Paul Larose
Secretary General .....	Robin Skuce

## Historical Background

The Department of the Secretary of State, one of the oldest in the federal government, was established in 1867 (now *Department of State Act* RSC 1970 c. S-15). At that time the department was the official channel of communication between the Dominion of Canada and the Imperial Government, and the official repository of state records. The department also managed Indian affairs and Crown lands; both of these duties were transferred in 1873 with the creation of the Department of the Interior. The Secretary of State was the Registrar-General of Canada; this responsibility is now that of Consumer and Corporate Affairs.

Among its diverse areas of responsibility have been: state correspondence with the provinces, the Royal North West Mounted Police (now the Royal Canadian Mounted Police), the Civil Service (now the Public Service), boards of trade and trade unions, trade marks and design, patents and copyrights, and government printing and stationery.

Other responsibilities and incidental duties came under the *Canada Temperance Act*, the *Canada Medical Act*; the *Canada Evidence Act*, and the *Criminal Code*.

## Overall Responsibilities

The department has had a continuing responsibility for state and ceremonial and special occasions, and for naturalization and citizenship (except during the existence of the Department of Citizenship and Immigration from 1950-66).

The present responsibilities are:

- (a) to encourage the acquisition and use of the two official languages in Canadian society, thereby re-inforcing the equality of status;
- (b) to formulate and develop policies and programs for the achievement of national arts and cultural objectives and to promote effective inter-agency co-operation in the achievement of these objectives;
- (c) to advise on matters of state protocol and to manage state ceremonies and events;
- (d) to ensure the co-ordinated development, formulation, implementation, and review of federal education policies and programs in support of national objectives;
- (e) to provide translation and interpretation services in all languages in accordance with the needs of Parliament, the government and its agencies;

- (f) to promote and to assist in the development of a sense of effective Canadian citizenship, and to co-ordinate the formulation and development of national strategies and policies affecting citizenship;
- (g) to provide facilities to grant and to give proof of Canadian citizenship and to encourage and assist eligible persons to acquire and value such citizenship.

## **Organization and Programs**

The department is divided into four sectors: Citizenship and Bilingualism Development, Cultural Affairs, Corporate Management and Bureau for Translation.

### **Citizenship and Bilingualism Development**

This sector consists of three branches, Citizenship Policy, Citizenship Programs and Language Programs.

#### **Citizenship Policy Branch**

This branch provides development, research, evaluation and other related services required by the sector, and in particular by the Citizenship Programs Branch. These services are intended to improve and to develop sector activities within the present mandate, framework, and objectives. The branch has three directorates.

The Policy Development Directorate is responsible for the direct development of new citizenship policies, for the finalization of policy in the format required by either the Cabinet, the Treasury Board, or the department; and for advising the various components of the Citizenship Programs Branch of programs on implementation of policies.

The Policy and Priorities Planning Directorate develops and maintains an information base which supports social policy planning in the citizenship area. It recommends priorities and policy alternatives, and provides information on broader social changes.

The Policy and Program Analysis Directorate reviews, assesses, and evaluates citizenship sector activities. It assists in planning and clarifying objectives and devising evaluation methods and strategies appropriate to the nature of citizenship, and social development.

#### **Citizenship Programs Branch**

This branch consists of five directorates.

The Citizens' Participation Directorate promotes and improves the participation of citizens in all aspects of Canadian society. This is done through financial and technical assistance to community groups; through the encouragement of travel and exchange among different groups from various parts of Canada; and through financial assistance for educational programs for the promotion of group understanding and human rights and freedom. The directorate provides for the operation of hostels across the country in the summer months. It also administers the Student Community Service Program which encourages students to work in the voluntary sector during their vacation.

The Women's Directorate assists women's organizations in promoting greater understanding of the status of women in Canada, and in developing activities which help women acquire the knowledge and skills necessary for effective participation as equal citizens.

The Multiculturalism Directorate promotes the development of a society in which individuals and groups may have an equal opportunity to develop and express their cultural heritage through encouragement and assistance to multicultural groups. The directorate's Immigrant Orientation activity encourages immigrants to participate fully in Canadian society.

The Native Citizens Directorate ensures the preservation and development of native cultures in the context of Canadian society and encourages the development of specific projects to meet the special needs of native people. Activities include the core funding of native associations, and the support of friendship centres, as well as support to native communications. Also, assistance is provided to native women and native youth to help them improve the quality of their lives.

The programs within the Official Language Minority Group Directorate work toward a better understanding between Canada's two official language groups. This is accomplished by promoting and by assisting those two groups in making use of their language in areas where they constitute minorities. Through its professional, technical, and financial assistance, the directorate provides opportunities for Canadians to understand and appreciate the bilingual aspects of Canada.

### Language Programs Branch

By means of various technical and financial assistance programs, the branch promotes the acquisition and use of the two official languages outside the public service. This branch comprises three directorates.

The Bilingualism in Education Directorate administers an assistance program to the provinces for teaching of the second language or for teaching official language minority groups in their mother tongue at the elementary, secondary and post-secondary levels.

The Policy Development and Coordination Directorate is responsible for the development of policies relating to language instruction and acquisition, and for the dissemination of information relating to language research. It cooperates with other countries and international agencies studying questions of individual and institutional bilingualism.

The Bilingualism in the Private Sector and in Public Administration Directorate promotes the equitable use of both official languages in the private and public sectors by contributing financially to associations that have a bilingualism program, and by providing technical assistance to private businesses interested in setting up such a program. It also assists territorial, provincial and municipal administrators in second language training for employees, and for the translation of official documents.

### Regional Directorates

The department's objectives and programs are promoted across Canada by a network of five regional directorates: Atlantic, Québec, Ontario, Prairie, and Pacific.

Over 120 social development officers staff 23 field offices distributed throughout Canada. The officers relate to community groups and citizens' organizations, various institutions and other governmental agencies and departments, when carrying out their duties. These officers report direct to the regional director.

Twenty-five citizenship courts are also administered by the regional directorates.

## Cultural Affairs

This sector formulates policies and programs designed to promote the development of Canadian culture. The sector comprises Arts and Culture Branch, and Education Support Branch.

### Arts and Culture Branch

The branch advises the Minister on national policy on culture and the arts promotes co-operation between federal cultural agencies in order to carry out common cultural objectives, and implements programs intended for the private and public spheres. The branch comprises three directorates and a secretariat.

The Arts and Culture Secretariat is concerned with museums, the national heritage, drama, and the visual arts.

Broadcasting, films and publishing are affected by the policies and programs of Policy Development Directorate.

The Operations Directorate administers grants, the Film Festivals Bureau, the Festival Canada Bureau, and the application of the *Cultural Property Export and Import Act*, questions of protocol, and the organization of special events (such as Royal visits).

The Research and Statistics Directorate includes the evaluation of current programs and requests for funds from various federal cultural agencies, and the organizing of statistical studies on the subject of culture at a national level.

### Education Support Branch

The objectives are to ensure the co-ordinated production, formulation, application, and review of federal educational policies and programs with a view to assist in achieving national goals. Two directorates share these responsibilities.

The Policy Directorate evaluates, in terms of national priorities, the objectives, policies, and programs of the federal government in the area of education. It also implements new policies and programs.

The Programs Directorate administers adjustment payments to the provinces for post-secondary education as provided for in Part VI of the *Federal-Provincial Fiscal Arrangements Act* and Regulations. The division co-ordinates federal policies and programs which affect education in Canada.

The directorate also communicates with provincial governments, the academic world, and national associations on education issues. And, with the Department of External Affairs, co-ordinates Canadian participation in international discussions on educational issues.

The Branch also administers the Canada Student Loans Program. The purpose of the program is to provide loan assistance towards meeting the costs of full-time study at the post-secondary level of education as a supplement to other resources available to students from their families, their own efforts and other student awards.

## Corporate Management, Field Operations and Citizenship Registration

This sector provides centralized support services in finance; office administration; legal services; personal; financial resources (budgeting, financial control, internal audit); organization and systems development and evaluation. This sector is responsible for the coordination of policy planning and research, and the inter-relationship of programs within and without the department.



## Citizenship Registration Branch

This branch administers the *Canadian Citizenship Act* and informs Canadians, and potential Canadians of their rights and privileges under this Act. An Examination Division, a Records Division, 14 citizenship courts, 11 sub-courts, four storefront offices, and four mobile teams in various centres across the country comprise the mechanisms by which the *Canadian Citizenship Act* is administered. The branch headquarters is divided into two directorates.

The Registration Operations Directorate provides the day to day operations and administration of the Act, as well as technical advice on all aspects of law dealing with nationality. It has the facilities for granting Canadian citizenship, and deals with all matters pertaining to citizenship (such as proof, retention, resumption, renunciation, and revocation).

The Registration Development and Legislation Directorate is responsible for the equality of service provided to the public, the promotion of citizenship, the development of registration programs and policies, and the formulation and introduction of new and revised regulations.

## Regional Directorates

Five regional directorates, administering and Implementing Secretary of State programs and services across Canada, are located as follows:

### Atlantic Region

Trade Mart Building  
Scotia Square  
Halifax, N.S.  
B3K 2Y5

### Québec Region

1080 Beaver Hill  
Montréal, Qué.  
H2Z 1S8

### Ontario Region

60 St. Clair Avenue, East  
Toronto, Ont.  
M4T 1N5

### Prairie Region

177 Lombard Street  
Winnipeg, Man.  
R3B 0W4

### Pacific Region

1525 West 8th Avenue  
Vancouver, B.C.  
V6J 1T5

## Bureau for Translations

The bureau provides translation and interpretation services in all languages, in order to meet the needs of Parliament, federal government, departments, and agencies. In particular, the bureau assists in the implementation of the official languages policy, by providing those translation and interpretation services which are guaranteed by this policy. The bureau comprises the following directorates.

The Special Operations Directorate handles parliamentary translation and interpretation services, as well as interpretation services for conferences in all languages.

The General Operations Directorate provides translation services to all federal departments and agencies located in the national capital region.

The Regional Operations Directorate provides translation services to all federal offices located outside the national capital region as well as Canadian federal offices abroad. Regional Operations also includes the National Defence Division, the Multilingual Services Division, and the Contract Translation Section.



The Terminology Directorate provides a linguistic research service as well as disseminating terminological and linguistic information on all disciplines, and in several languages. Included in this directorate is a documentation centre.

The Training Directorate provides the resources to carry out bureau objectives. (Resources include assistance in the training of translators and interpreters, as well as, additional training for bureau personnel.)

### Departmental Secretariat

The Departmental Secretariat is composed of two Branches. The Communications Branch provides information and public relations advice and services to the Secretary of State and to the Minister of State (Multiculturalism), and to the Department in support of all Departmental programs. The Ministerial Liaison and Correspondence Branch provides support services for the Secretary of State and to the Minister of State (Multiculturalism) as well as handling parliamentary liaison and ministerial correspondence.

**Additional Information** — may be obtained from the Communications Branch.

**Parliamentary Committee** — Standing Committee on Broadcasting, Films and Assistance to the Arts.

**Auditor** — Auditor General of Canada.

### Statutes

The Minister is responsible for administering the following statutes:

*Broadcasting Act* (RSC 1970 c. B-11 Parts II and III)  
*Canada Council Act* (RSC 1970 c. C-2, sections 22 & 23)  
*Canada Temperance Act* (RSC 1970 c. T-5)(see para 347)  
*Canadian Citizenship Act* (RSC 1970 c. C-19) as amended  
*Canadian Film Development Corporation Act* (RSC 1970 c. C-8)  
*Centennial of Canadian Confederation Act* (SC 1960-61 c. 60) as amended  
*Cultural Property Export and Import Act* (SC 1975 c. 50)  
*Department of State Act* (RSC 1970 c. S-15)  
*Disfranchising Act* (RSC 1970 c. D-7)  
*Electoral Boundaries Readjustment Act* (RSC 1970 c. E-2) as amended  
*Federal-Provincial Fiscal Arrangements Act* (RSC 1970 c. F-6; Part VI)  
*Laurier House Act* (RSC 1952 c. 163)  
*National Arts Centre Act* (RSC 1970 c. N-2)  
*National Film Act* (RSC 1970 c. N-7)  
*National Library Act* (RSC 1970 c. N-11)  
*National Museums Act* (RSC 1970 c. N-12)  
*Public Archives Act* (RSC 1970 c. P-27)  
*Public Service Employment Act* (RSC 1970 c. P-32)  
*Representation Commissioner Act* (RSC 1970 c. R-6)  
*Translation Bureau Act* (RSC 1970 c. T-13)

# Canada Council

## Head Office

Kent Square Building  
255 Albert Street  
Ottawa, Ontario

## Mailing Address

P.O. Box 1047  
Ottawa, Ontario  
K1P 5V8

## Minister

Secretary of State

## Members of the Council

Chairman, Gertrude Laing (22/12/78) ..... Calgary, Alta.

Vice-Chairman, Michel Bélanger (7/4/81) ..... Montréal, Qué.

### Other Members

Nini Baird (20/6/79) ..... Vancouver, B.C.

Owen D. Carrigan (25/5/80) ..... Halifax, N.S.

Dorothy Corrigan (26/5/79) ..... Charlottetown, P.E.I.

Colin Jackson (28/9/80) ..... Winnipeg, Man.

Eva Kushner (14/5/81) ..... Montréal, Qué.

Mavor Moore (23/1/80) ..... Downsview, Ont.

Sean B. Murphy (7/12/80) ..... Montréal, Qué.

Roland Parenteau (27/10/79) ..... Ste-Foy, Qué.

Paul B. Park (17/8/78) ..... London, Ont.

John C. Parkin (29/6/79) ..... Toronto, Ont.

Christopher Pratt (17/8/78) ..... St. Mary's Bay, Nfld.

Robert Rivard (24/7/80) ..... Boucherville, Qué.

Marcel Sormany (12/4/81) ..... Edmundston, N.B.

T.H.B. Symons (2/6/79) ..... Peterborough, Ont.

Norman Ward (26/5/80) ..... Saskatoon, Sask.

## Principal Officers

Director ..... Charles A. Lussier

Associate Director ..... Timothy Porteous

## Historical Background

The Canada Council, a Crown corporation, was established in 1957 by the *Canada Council Act* (now RSC 1970 c. C-2). Its original mandate included responsibility for both the arts and the humanities and social sciences. This mandate was amended, as of April 1, 1978, by the *Government Organization (Scientific Activities) Act, 1976*, under which the council's responsibility for the humanities and social sciences was transferred to a new organization, the Social Sciences and Humanities Research Council. The Canada Council is not an agent of Her Majesty.

## Overall Responsibilities

The council fosters and promotes the study and enjoyment of, and the production of works in the arts. It also shares the responsibility for Canada's cultural relations with other countries, maintains the Canadian Commission for Unesco and administers a number of special programs financed by private donations.

The council sets its own policies and makes its own decisions within the terms of the Canada Council Act.

## Organization and Programs

The Canada Council consists of a chairman, a vice-chairman and 19 other members, all of whom are appointed by the Governor-in-Council. The council meets four or five times a year at the council's office in Ottawa.

The council is assisted by a permanent staff and by numerous outside advisers, consulted individually or in juries, committees or consultative groups. Among the latter, the Advisory Arts Panel plays a major role in the development of council policies and programs.

Annual grants from Parliament are the council's main source of income. The grants are supplemented by income from an endowment fund established by Parliament in 1957. The council also has received substantial amounts in private donations and bequests, usually for specific purposes.

## Explorations Program

This program supports projects dealing with Canada's cultural and historical heritage and projects which explore new forms of expression and public participation in the arts, humanities, and social sciences.

## Arts

The council assists individuals and organizations in the fields of music, opera, dance, theatre, visual arts, film, video and photography, writing and publishing. It provides direct assistance to professional artists in the above fields through a variety of grants. It also offers operating grants and special project grants to professional arts organizations, support services and publishers of Canadian books.

## Art Bank

Established in 1972 to encourage professional Canadian artists, the bank purchases works and rents them to government departments and agencies for display in public areas.

## Touring Office

This office provides subsidies, technical assistance, and support services to encourage and co-ordinate Canadian touring by performing artists and companies. It also organizes regional workshops to develop local sponsors and publishes *The Touring Directory of the Performing Arts*.

## Killam Program

The Killam awards are intended to assist scholars of exceptional ability engaged in research projects of outstanding merit in the humanities, social sciences, natural sciences, medicine and engineering. They have been made possible through a bequest of Mrs. Dorothy J. Killam and a gift made by Mrs. Killam before her death.

## Prizes and Awards

Under its power to "make awards to persons in Canada for outstanding accomplishments in the arts", the council offers or administers a number of prizes and special awards, including the Molson Prizes, the Governor General's Literary Awards, the Translation Prizes, the Canada-Belgian Literary Prize, the Canada-Australia Literary Prize and the Children's Literature Prizes.

## UNESCO

As an agent of the council, the Canadian Commission for UNESCO co-ordinates UNESCO program activities abroad and administers a modest program in furtherance of UNESCO objectives in Canada.

**Additional Information** — all queries addressed to the council are sorted by a central service and are distributed to the appropriate offices for reply.

**Parliamentary Committee** — Standing Committee on Broadcasting, Films and Assistance to the Arts.

**Auditor** — The Auditor General of Canada.

# Canadian Broadcasting Corporation

## Head Office

1500 Bronson Ave.  
Ottawa, Ontario

## Mailing Address

P.O. Box 8478  
Ottawa, Ontario  
K1G 3J5

## Minister

Secretary of State

## Board of Directors

Chairman and President, A.W. Johnson

André Lamy .....

Fernand D. Lavergne .....

Dorothy Petrie

Dr. Stanley Bah

Paul S. Plant .....

Georgette Guay .....

John Young .....

Bernard Trotter

Paul Break

Francis P. Doyle

Phillippe Roberge

Marcel Saddy

(two vacancies)

Ottawa, Ont.

Montréal, Qué.

St-Boniface, Qué.

Willowdale, Ont.

Windsor, Ont.

Vancouver, B.C.

Sillery, Qué.

Dartmouth, N.S.

Kingston, Ont.

Toronto, Ont.

Ste. Anne, Man.

Montréal, Qué.

Sarnia, Ont.

## Principal Officers

Executive Vice-president .....

Pierre DesRoches

Vice-president and General Manager and G.M.

French Services Division, (Montréal, Qué.)

Raymond David

Vice-president and General Manager and G.M.

English Services Division, (Toronto, Ont.)

D.M. MacPherson

Vice-president Corporate Affairs and Assistant to the

President

Ronald C. Fraser

Vice-presidents

Human Resources

Guy Coderre

Finance

Arthur C. Boughner

Engineering (Montréal)

Norman R. Grover

Planning .....

Peter Herndorf

Audience and Public Relations

Peter Meggs

General Counsel

Jacques Alleyn, Q.C.

## Historical Background

The Canadian Broadcasting Corporation, a Crown corporation, was established in 1936 by the *Broadcasting Act* (now RSC 1970 c. B-11 Part III, sec. 34[i]) to provide the national broadcasting service in Canada. Its radio and television facilities extend from Atlantic to Pacific and into the Arctic Circle.

The corporation consists of a president and 14 other directors appointed by the Governor in Council. The president is the chief executive officer. The corporation, on the recommendation of the president and with the approval of the Governor in Council, appoints an executive vice-president who is responsible to the president for the management of broadcasting operations in accordance with policies prescribed by the corporation. The executive vice-president is not a director.

### **Overall Responsibilities**

The overall responsibilities of the national broadcasting service are:

- (a) To give a balanced service of information, enlightenment, and entertainment for people of different ages, interests and tastes covering the whole range of programming in fair proportion;
- (b) to be extended to all parts of Canada, as public funds become available;
- (c) to be in English and French, serving the special needs of geographic regions, and to contribute to the exchange of cultural and regional information and entertainment, and
- (d) to contribute to the development of national unity and to provide for a continuing expression of Canadian identity.

CBC operates seven major domestic services: two television networks, English and French; two AM radio networks, English and French; two FM stereo networks, English and French; and a northern radio service broadcasting in English, French and Indian and Inuit languages.

### **Programming**

The CBC produces programs in many fields: news and current affairs, commentary, special events, documentary, drama, music, variety, children's and youth programming, school programs, adult education, sports, religion, science, and the arts. It also carries a selection of programs from other countries.

The CBC gives continuing support to Canadian artists and performers through the broadcast of Canadian music, drama and poetry, the commission of special works, the sponsorship of talent competition, and the presentation of Canadian films. The CBC produces a variety of recordings, audiotapes, and books from some of its program material.

### **Radio Canada International (RCI)**

This is the external shortwave service of the CBC. Primarily, it reflects Canada's image to the rest of the world. At present, RCI broadcasts in eleven languages. In addition to its shortwave broadcasts, RCI is expanding its activities in recorded programs, available free-of-charge for use by broadcasters throughout the world.

### **Northern Service**

Established in 1958, the service provides a broadcasting service for the people of Northern Canada. A radio service by means of medium and shortwave transmissions, and a television service by means of a national network fed via the world's first synchronous domestic communications satellite, ANIK, which began operation early in 1973.



## International Relations

This activity involves program sales to other countries and international program festivals, and competitions. It is either a member or associate member of several international broadcasting unions and maintains relations with world broadcasting unions. In co-operation with the Canadian International Development Agency and UNESCO, CBC has sent personnel to aid foreign broadcasting organizations and provides training for foreign students who come to Canada to learn broadcasting.

### Offices

The operational centre for English services is in Toronto, and there are several regional production centres across the country. CBC French services have their operational headquarters in Montréal, with local stations at other points in Québec and in most other provinces.

Offices are located also in London, Paris, New York and Washington, as well as news bureaus in Moscow, and the Far East, and Brussels.

**Additional Information** — is available from public relations services.

**Parliamentary Committee** — Standing Committee on Broadcasting, Films and Assistance to the Arts. (Supplementary revenue is obtained from commercial advertising.)

**Auditor** — Auditor General of Canada.



# Canadian Film Development Corporation

## Head Office

Suite 2220  
800 Place Victoria  
Montreal, Quebec

## Mailing address

Tour de la Bourse  
P.O. Box 71  
Montreal, Quebec  
H4Z 1A8

## Minister Designated

Secretary of State

## Members of the Corporation

Chairman, Michel Vennat ..... Montreal, Quebec

Other members

Mrs. Doris Anderson (2/79) ..... Toronto, Ontario

Gary I. Duke (1/82) ..... Vancouver B.C.

Donald C. Webster (7/81) ..... Toronto, Ontario

Ex officio

Government Film Commissioner

## Principal Officers

Executive Director ..... Michael McCabe

## Historical Background

The Canadian Film Development Corporation, a Crown corporation, was established in 1967 by the *Canadian Film Development Corporation Act* (now R.S.C. 1970 c. C-8). The corporation is designated as an agency corporation (Schedule C) within the meaning and purpose of the *Financial Administration Act* (OIC P.C. 1968-252, 8 Feb 1968; SOR/68-68). The Corporation in an agent of Her Majesty.

The Corporation consists of six members appointed by the Governor-in-Council plus that person who holds office from-time-to-time as Government Film Commissioner; the Governor-in-Council designates which member is to serve as chairman of the corporation.

## Overall Responsibilities

The objectives of the corporation are to foster and promote the development of a feature film industry in Canada, and it may, in furtherance of these objects:

- (a) invest in individual feature film productions in return for a share in the proceeds from any such production;
- (b) make loans to producers of individual Canadian feature film productions and charge interest thereon;
- (c) make awards for outstanding accomplishments in the production of Canadian feature films; and
- (d) advise and assist the producers of Canadian feature film in the distribution of such films and in the administrative functions of feature film production.

In this context, a "Canadian feature film" or "Canadian feature film production" is a feature film or feature film production in respect of which the corporation has determined:

- (a) that the completed film will, in the judgement of the corporation, have a significant Canadian creative, artistic and technical content, and that arrangements have been made to ensure that the copyright in the completed film will be beneficially owned by an individual resident in Canada, by a corporation incorporated under the laws of Canada or a province or by any combination of such persons; or
- (b) that provision has been made for the production of the film under a co-production agreement entered into between Canada and another country.

The corporation is expected to consult and cooperate with departments, branches, and agencies of the Government of Canada and of the governments of the provinces having duties related to, or having aims or objects related to those of the corporation.

## **Organization**

### **Administration**

The administrative sector of the corporation's activities includes expenses and remuneration of members, of executive, staff, of technical and professional advisers, plus the cost of support services required to assess, select, and administer projects.

### **Investments and loans**

Investments and loans are made through the corporation's regular and special investment programs, this includes assistance to Canadian distributors for the promotion of Canadian feature films, on which tangible financial returns are expected.

### **Advisory Group**

In addition, the Minister on the recommendation of the corporation, has appointed an Advisory Group broadly representative of the professional associations, exhibitors, distributors, and unions in the Canadian film industry and other qualified persons, to advise the corporation on matters which the Minister or the corporation may refer to it. The Advisory Group consists of one independent member and one representative from each of the following associations:

American Federation of Musicians  
(Canada)  
101 Thorncliffe Park Drive  
Toronto, Ont.  
M4H 1M1

Association québécoise des  
distributeurs de films  
3566 de Bullion  
Montreal, Que.

Canadian Motion Picture Distributors  
Association  
1, Yonge Street  
Suite 2207  
Toronto, Ont.  
M5E 1E5

Canadian Society of Cinematographers  
22 Front St. W.  
Toronto, Ont.  
M5J 1C4

Association des producteurs de films  
du Québec  
2921 Côte Ste-Catherine  
Montreal, Que.  
H3T 1C2

Directors Guild of Canada  
22 Front St. W.  
Toronto, Ont.  
M5J 1C4

Association des propriétaires du  
cinéma du Québec, Inc.  
1405 Alexandre Desève  
Montreal, Que.

International Alliance of Theatrical Stage  
Employees (Local 873)  
501 Yonge Street  
Suite 5  
Toronto, Ont.  
M4Y 1Y4

Association of Independent Canadian  
Owned Motion Picture Distributors  
696 Yonge St.  
Suite 303  
Toronto, Ont.  
M4Y 2A7

Motion Picture Theatres Association of  
Canada  
715 Bloor St. E.  
Toronto, Ont.  
M4W 1C8

Association of Canadian Television  
and Radio Artists  
105 Carlton St.  
Toronto, Ont.  
M5B 1M2

National Association of Broadcast  
Employees and Technicians  
245 Fairview Mall Drive  
Suite 314  
Willowdale, Ont.  
M2J 4T1

Association professionnelle des  
cinéastes du Québec  
135, rue du Port  
Montreal, Que.

Société des auteurs et compositeurs  
1, Complexe Desjardins  
P.O. Box 68  
Succ. Desjardins  
Montreal, Que.

Canadian Film and Television  
Association  
55 York St.  
Suite 512  
Toronto, Ont.  
M5J 1S2

The Society of Film Makers  
4560 Lasalle Blvd.  
Suite 212  
Montreal, Que.

Canadian Film Editors Guild  
15, Thursfield Crescent  
Toronto, Ont.

Union des Artistes de Montreal  
1290 St. Denis St.  
Montreal, Que.  
H2X 3J1

For the purposes of the Act, the corporation has a revolving fund of \$20 million that is also intended to cover the cost of administration.

**Regional Offices** — The corporation has a regional office located at:  
111 Avenue Road  
Suite 602  
Toronto, Ontario  
M5R 3J8

The Corporation also has an information agent in Vancouver, B.C. — Miss Anne McCallum (604) 666-1029

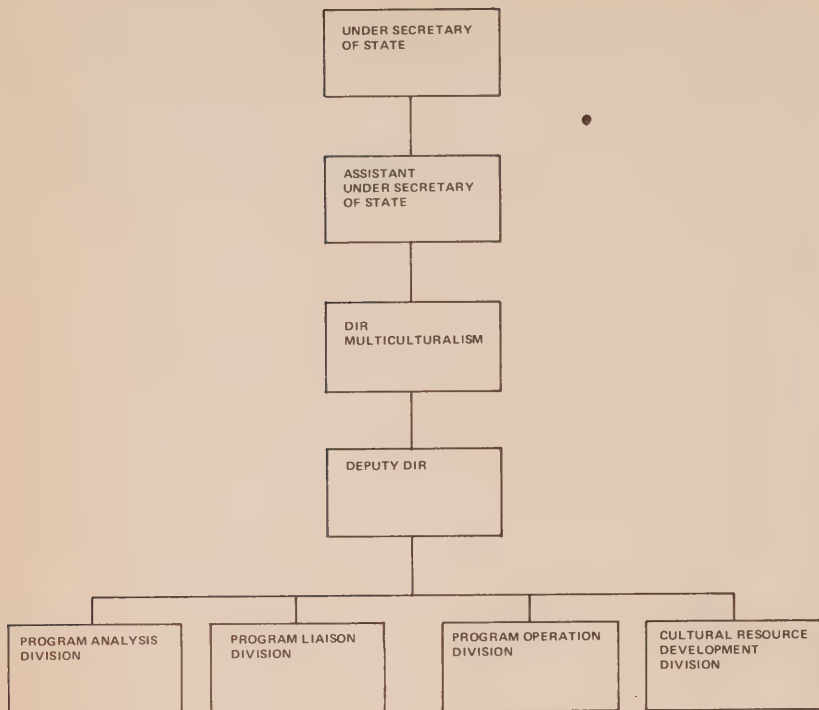
**Additional Information** — all general queries should be addressed to the secretary.

**Parliamentary Committee** — Standing Committee on Broadcasting, Films and Assistance to the Arts.

**Auditor** — Auditor General of Canada.



# Multiculturalism Directorate



# Multiculturalism Directorate

## Head Office

15 Eddy Street  
Les Terrasses de la Chaudière  
Hull, Québec

## Minister

Minister of State for Multiculturalism

## Principle Officers

Under Secretary of State .....	Pierre Juneau
Assistant Under Secretary of State .....	Denise Moncion
Multiculturalism Director .....	Orest Kruhlak

## Historical Background

The Multiculturalism Directorate is the operational arm of the Minister of State for Multiculturalism and is a part of the administration framework within the Department of the Secretary of State. The Multiculturalism Policy of the Government of Canada was officially announced by the Prime Minister in the House of Commons on 8 October 1971, and the Directorate was soon thereafter established.

## Overall Responsibilities

The Multiculturalism Directorate is responsible for the implementation of a variety of activities that support the multiculturalism policy announced by the Prime Minister. The Directorate's main objective is to encourage and assist, within the framework of Canada's Official Languages Policy and in the spirit of existing human rights codes, the full realization of the multicultural nature of Canadian society through programs which promote the preservation and sharing of cultural heritages, and which facilitate mutual appreciation and understanding among all Canadians.

In working to achieve this objective the Directorate has two main lines of approach: one is directed specifically towards Canadian cultural groups and organizations to help them to articulate their needs and to achieve their individual aspirations, and the other is directed at society at large to increase awareness of the bilingual and multicultural nature of our country.

## Organization and Programs

The Directorate is composed of four divisions: Program Analysis, Program Liaison, Program Operations and Cultural Resource Development.

### Program Analysis Division

The division develops and plans policy formulation and program implementation to provide equal opportunities for all of Canada's ethnocultural groups. It also provides interpretation of existing program objectives and procedural guidelines, and evaluates the effectiveness of current program implementation methods.



## Program Liaison Division

This division represents the Directorate on the Minister's Advisory body — the Canadian Consultative Council on Multiculturalism. It develops policy and program plans in conjunction with the Canadian Ethnic Studies Advisory Committee, as well as directing a program of liaison with institutions, voluntary organizations and government departments.

## Program Operations Division

This division directs the administration of grants, contributions and contracts, and monitors regional operations to ensure uniformity with both the general program priorities mandate. This division promotes the efficient use of manpower and material resources required by other divisions to carry out their programs, and maintains effective working relations with Treasury Board Secretariat and the Public Service Commission.

## Cultural Resources Development Division

This division develops and directs activities which increase the awareness and understanding of Canada's cultural pluralism. It also acts as the principle liaison with other governmental cultural agencies which have impact on multiculturalism objectives.

**Regional Offices** — Multicultural Program Officers in Regional and local offices of the Department of the Secretary of State.

**Additional Information** — may be obtained from the Program Operations Division.

**Parliamentary Committee** — Committee on Broadcasting, Films and Assistance to the Arts.

**Auditor** — Auditor General of Canada.

# National Arts Centre Corporation

1 Confederation Square  
Ottawa, Ontario  
K1P 5W1

## Minister

Secretary of State

## Principal Officers

Chairman .....	Arthur Gelber, O.C.
Director General .....	Donald MacSween

## Historical Background

In 1966, the *National Arts Centre Act* created a corporation to administer to the National Arts Centre (now RSC 1970 c. N-2). The objects of the corporation are "to operate and maintain the Centre, to develop the performing arts in the National Capital region".

The corporation is not an agent of Her Majesty and, except as provided in section 13, the director and the officers and employees of the corporation are not part of the public service.

The corporation shall be deemed to be a charitable organization in Canada:

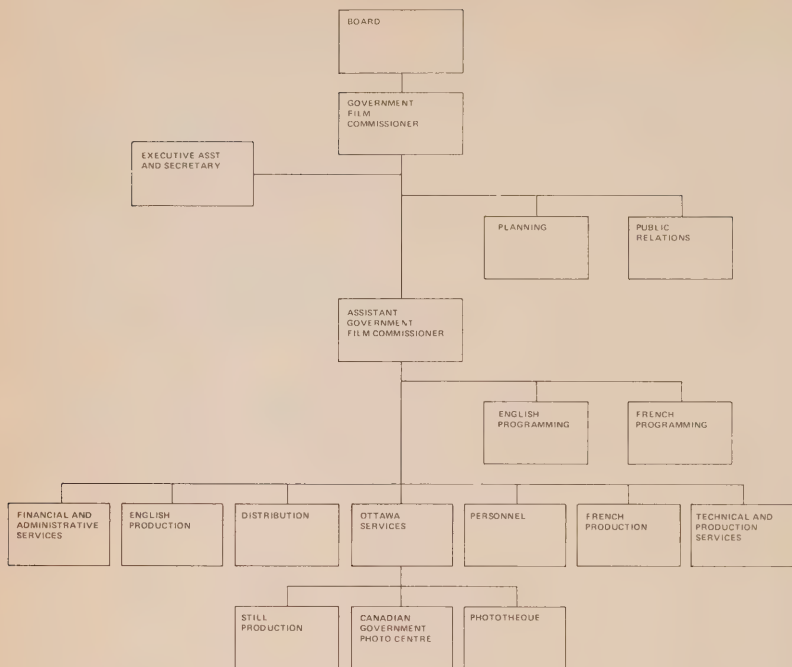
- (a) as described in paragraph (e) of subsection (1) of section 62 of the *Income Tax Act*, for the purposes of that Act; and
- (b) as described in subparagraph (i) of paragraph (d) of subsection (1) of section (7) of the *Estate Tax Act*, for the purposes of that Act.

## Overall Responsibilities

The corporation is empowered by the Act to:

- (a) arrange for and sponsor performing arts activities at the Centre;
- (b) encourage and assist in the development of performing arts companies resident at the Centre;
- (c) arrange for or sponsor radio and television broadcasts from the Centre and the showing of films in the Centre;
- (d) provide accommodation at the Centre, on such terms and conditions as the corporation may fix, for national and local organizations whose objects include the development of the performing arts in Canada.

# National Film Board



# National Film Board

## Head Office

150 Kent Street  
Ottawa, Ontario  
K1A 0M9

## Operational Headquarters

P.O. Box 6100  
Station "A"  
Montréal, Qué.  
H3C 3H5

## Minister Designated

Secretary of State

## Board of Governors

Government Film Commissioner, and Chairman,

André Lamy (8/80) ..... Montréal, Qué.

Members from the Public Service

Albert W. Johnson (Pres. CBC) (4/79) ..... Ottawa, Ont.

Gordon Osbaldeston (Deputy Minister, Industry,  
Trade and Commerce) (7/80) ..... Ottawa, Ont.

(One vacancy)

Other Members

Mrs. Roma Franko (8/78) ..... Saskatoon, Sask.

Anthony Griffin (6/79) ..... Toronto, Ont.

Andrew Wells (12/80) ..... Charlottetown, P.E.I.

Paul Fortin (2/80) ..... Montréal, Qué.

Mervin J. Chertkow (8/78) ..... Kamloops, B.C.

## Historical Background

The National Film Board (NFB) was established by the *National Film Act* of 1939 in order to review government film activities and advise the Governor-in-Council in connection with these activities. *Orders-in-Council P.C. 3549* of June 11, and *P.C. 6047* of August 8, 1941 transferred to the board the still and motion picture production and distribution operations of the Government Motion Picture Bureau (which had functioned since 1921 under the authority of the Minister of Trade and Commerce). The Bureau, in turn, grew out of the Exhibits and Publicity Bureau established in the Department of Trade and Commerce in 1914. The 1950 *National Film Act* (now RSC 1970 c. N-7) repealed the previous Act and redefined the functions and purposes of the board.

The Board is designated as a department; the Secretary of State as Appropriate Minister within the meaning and purpose of the *Financial Administration Act* (OIC P.C. 1952-1903, March 31 1952).

## Overall Responsibilities

The Board is authorized to initiate and promote the production and distribution of films in the national interest, designed to interpret Canada to Canadians and to other nations. The Board also represents the government in its relations with private film-makers concerning work for government departments and agencies. In addition, the Board makes available the results of its research to persons engaged in the production of films. While the Board's head office is in Ottawa, the operational headquarters was moved to the Montreal suburb of Saint Laurent in 1956. Located in Montreal are the administrative offices, distribution headquarters, production studios and film laboratories. The Board also has a network of distribution and production offices across the country.

General policy for the Film Board is determined by the nine members of the Board of Governors who meet not less than once every three months. Four members, including the Government Film Commissioner, are from the public service. The Film Commissioner also serves as chairman and chief executive officer of the Board. Five members, citizens from various walks of life, represent the major geographic regions of the country.

## **Organization and Programs**

Operations of the board are organized under four activities which are carried out by six branches.

### **Executive and Administrative Services**

This activity is carried out by four branches: the Executive, the Financial and Administrative Services, Personnel and Ottawa Services.

#### **Executive**

The Executive, responsible for the general administration of the Film Board, involves the offices of the Government Film Commissioner and his Deputy and the Directors of Public Relations, Planning, and English and French Programming.

#### **Financial and Administrative Services**

This Division supervises the Board's finances, including coordination of budgets as established by the divisions and implementation of accounting and bookkeeping procedures. In addition, this Division is responsible for the allocation of space and furnishings, supplies, customs procedures, warehousing, communications, automobile transportation and shipping within Canada and abroad.

#### **Personnel Services**

The concerns of the Personnel Division encompass recruitment and placement of employees, labor relations, administration of salaries and the training and further education of staff members.

#### **Ottawa Services Branch**

The Ottawa Services Branch encompasses five major areas of activity: Sponsored Programs, Still Photography, The Canadian Government Photo Centre, The Photothèque and Sponsored Film Distribution.

The Ottawa Branch provides counsel, production supervision and other services to government departments and agencies in the area of their film and audio-visual programming. It also represents the board in dealing with government departments and private film companies, and in serving on government committees.

The Sponsored Program Division implements the National Film Board's mandate established by the National Film Act as the authorizing agency for the Government of Canada in all matters relating to the initiation, production (either by the NFB or by invitation to tender to the private Canadian film sector), and distribution of films and other audio-visual materials as required by federal departments and agencies as part of their programs.

The Sponsored Film Distribution Division is responsible for a distribution plan for each sponsored film which will meet the needs of the sponsor in reaching the desired target audiences.

The Still Photography Division brings wider public awareness to the talents of Canadian photographers. The Photo Gallery in Ottawa produces major exhibitions, while groups of photographs are selected to form travelling exhibitions and are circulated to art galleries, libraries, educational institutions and other organizations in Canada. Exhibitions are also sent abroad through the Department of External Affairs. Audio-visual slide shows and high quality books and portfolios are other means used to present Canadians with a rich visual exposure to many aspects of the country and its people.

The Canadian Government Photo Centre operates a cost recoverable operation through a revolving fund authorized to serve government departments and agencies in the printing and processing of all photographic materials other than scientific or highly specialized applications. The Centre also provides a consulting service for photographic operations in the government and maintains a record of all major photographic facilities held by departments.

The Photothèque is a commercially-oriented photographic library open to the general public. Copies of photos are sold for research use, advertising purposes and for home and office decorations.

## English and French Production Branches

NFB films are produced originally in English or French and then adapted in the other official language and often in one or more of twenty foreign languages. Subjects deal with social, economic, cultural and scientific development in Canada as well as with the country's international relations. Each year the Film Board produces about 100 new films and almost as many versions and revisions of existing films, varying in length from one minute to two hours. Productions include theatrical features and shorts, television specials, documentaries, dramatizations and a wide assortment of educational films, filmstrips, 8 mm film loops and multi-media kits. All films are now available in 3/4" video cassette, a format less costly and longer lasting than 16 mm film.

In order to both reflect regional concerns in Canada and to encourage the development of independent film-makers, the Film Board has enlarged the base of its film-making activities. The English regional production offices are located in Toronto, Halifax, Winnipeg and Vancouver; French production centers have been established in Toronto, Moncton and Winnipeg.

## Technical and Production Services Branch

The organization and functions of the Technical and Production Services Branch relate to two distinct areas of activity: technical support services and research and development. This branch provides the Board with a comprehensive range of laboratory, sound and optical services including: the motion picture laboratory where films are processed, timed, assembled and printed; animation and optical photography; titling; lighting; camera equipment; sound stage facilities; sound recording, re-recording, and mixing; film library services (including preview, stock shot and printing materials); a music and effects library, and an engineering shop for the maintenance of plant equipment and the fabrication of mechanical components.

Research and development activity is designed to advance the art and technology of audio-visual communication and includes developing and reporting on equipment. All findings are published in periodic bulletins available to everyone engaged in the film industry.



## Distribution Branch

To facilitate the distribution of its films, the Board has implemented a national, computerized booking system, in operation in many of its offices across the country. In Canada, NFB productions are seen in theatres, with bookings arranged through regular commercial channels; on national and regional television networks, through individual television stations and through cable systems; through the sale of prints, either directly or through distribution companies. Films are seen by community organizations and educational institutions through film libraries located in the board's offices across the country as well as through many public libraries, departments and boards of education and through provincial and university audio-visual departments.

Abroad, NFB productions are seen through most of Canada's embassies and trade posts, which make films available to community groups, educational institutions and interested individuals. NFB offices abroad distribute films commercially through contracts with television and theatrical distributors, and by sales of prints, either direct or through distribution companies.

The branch also distributes travel films on behalf of the Canadian Government Office of Tourism and abroad to promote tourist travel.

As part of specialized services to various government departments this branch also runs a Non-medical Use of Drugs Program for the Department of National Health and Welfare and a National Industrial Relations Film Library for the Department of Labour.

The Media/Research Division promotes new and continuing uses of film through activities such as screen education, media studies and seminars which are held in conjunction with educational institutions and other organizations.

The Information and Promotion Division provides appropriate services to acquaint the public with the board's productions and is also responsible for the Board's participation in international film festivals.

## Regional Production Offices — English

### Vancouver

Suite 801  
736 Granville Street  
Vancouver, B.C.  
V6Z 1G3

### Winnipeg

674 St. James Street  
Winnipeg, Manitoba  
R3J 3J5

### Halifax

1571 Argyle Street  
Halifax, Nova Scotia  
B3J 2B2

### Edmonton (desk)

10148 — 101st Street  
Edmonton, Alberta

### Toronto

65 Adelaide Street East  
Toronto, Ontario  
M5C 1K6



**Regional Production Offices — French****Moncton**

Terminal Plaza Building  
1222 Main Street  
Moncton, N.B.  
E1C 1H6

**Toronto**

40 University Avenue  
Suite 1106  
Toronto, Ontario  
M5J 1M4

**Winnipeg**

674 St. James Street  
Winnipeg, Manitoba  
R3J 3J5

**Distribution Offices — Canada****Atlantic**

1572 Barrington Street  
Halifax, N.S.  
B3J 1Z6

**Québec**

550 Sherbrooke St. West  
Montréal, Qué.  
H3A 1B9

**National Capital**

150 Kent Street  
Ottawa, Ont.  
K1A 0M9

**Ontario**

1 Lombard Street  
Toronto, Ont.  
M5C 1J6

**Prairie**

674 St. James Street  
Winnipeg, Man.  
R3G 3J6

**British Columbia**

1161 West Georgia Street  
Vancouver, B.C.  
V6E 3H4

**Distribution Offices — Foreign****New York, U.S.A.**

1251 Avenue of the Americas  
New York, N.Y. 10020

**Chicago, U.S.A.**

Canadian Travel Film Library  
111 East Wacker Drive  
Chicago, Ill. 60601

**San Francisco, U.S.A.**

Canadian Travel Film Library  
44 Montgomery Street  
San Francisco, Cal. 94104

**London, England**

No. 1 Grosvenor Square  
London W., England  
1X 0AB

**Paris, France**

15 de Berri Street  
Paris, France 75008

**Tokyo, Japan**

c/o Canadian Embassy  
7-3-8 Akasaka, Minato-ku  
Tokyo, Japan 107

**Sydney, Australia**

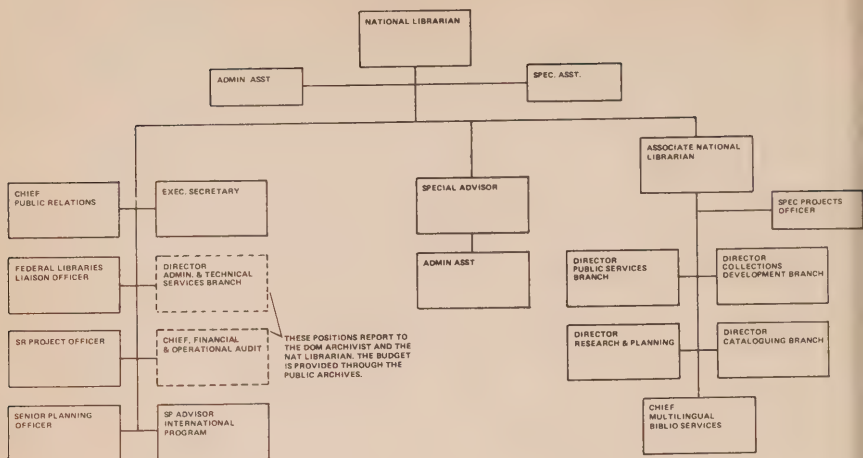
9th Floor, AMP Centre  
50 Bridge Street  
Sydney, N.S.W. 2000  
Australia

**Additional Information** — enquiries to be addressed to the secretary of the Board at operational headquarters.

**Parliamentary Committee** — Standing Committee on Broadcasting, Films and Assistance to the Arts.

**Auditor** — Auditor General of Canada.





# National Library of Canada

## Head Office

395 Wellington Street  
Ottawa, Ontario  
K1A 0N4

## Minister

Secretary of State

## Principal Officers

National Librarian .....	Dr. Guy Sylvestre
Associate National Librarian .....	Hope E.A. Clement

## Historical Background

The National Library of Canada was established in 1953 by the *National Library Act* (now RSC 1970 c. N-11).

The National Library is designated as a department and the Secretary of State as Appropriate Minister within the meaning and purpose of the *Financial Administration Act* (OIC P.C. 1963-678, 30 April 1963).

## Overall Responsibilities

General functions of the National Library include:

- (a) the collection, by purchase or other means, of books for the Library;
- (b) the compilation and maintenance of a *Canadian Union Catalogue* in which the contents of the principal library collections throughout Canada may be listed;
- (c) the compilation and publication of a national bibliography (entitled *Canadiana*) in which books produced in Canada, written or prepared by Canadians or of special interest or significance to Canada may be noted and described;
- (d) the compilation and/or publication of other bibliographies, checklists and indexes; and
- (e) the co-ordination of the library services of government departments, branches, and agencies.

## Organization and Programs

The National Library is composed of five branches and several offices.

### Cataloguing Branch

This branch deals with:

- (a) the compilation and publication of the current national bibliography *Canadiana*, of retrospective national bibliographies and of annual and retrospective lists of theses accepted by Canadian universities for higher degrees;
- (b) the cataloguing of books added to the National Library's collections;
- (c) the acquisition and registration, under the *Book Deposit Regulations of National Library Act*, of books published in Canada, as well as the acquisition of books about Canada or by Canadians but published abroad; and
- (d) the operation of the Canadian Theses on Microfiche Service which, at the request of any Canadian university, publishes on microfiche any or all theses accepted by that university, and sells copies in microform.

## Public Services Branch

This branch provides a reference information service to libraries and the general public, a national SDI service, and a Library Documentation Centre (which compiles material on current developments in library and information science); compiles and maintains the *National Union Catalogue*; provides a location service to facilitate inter-library loans; and maintains the library collections, including official publications and serials, and special collections of music, rare books and manuscripts.

## Collections Development Branch

This branch is responsible for surveying library resources in Canada and for the procurement of library materials for the National Library by purchase and exchange. It collects and exchanges surplus library materials through the Canadian Book Exchange Centre.

## Research and Planning Branch

The branch researches, plans, develops, and co-ordinates automated or manual library and information systems and networks, and standards for improvement, promotion and implementation of library services and cooperative projects at the national and international level.

## Administration and Technical Services Branch

This branch provides advice on general policy and attends to the administrative requirements of the Library.

## Office of Library Standards

This office is concerned with the development and evaluation of national and international standards with the objective of improving the bibliographic services of the National Library and of contributing to Canadian and universal bibliographic control.

## Government Libraries Liaison Office

This office gives the many federal department, branch, and agency libraries across Canada a continuing contact with the National Library on administrative, operational, and planning matters.

## Multilingual Biblioservice

Under the multicultural programme of the federal government, the National Library operates a multilingual biblioservice, whose primary objective is to acquire and disseminate, through the Canadian public library networks, deposit collections of library materials in the non-official languages spoken in Canada. The purpose is to ensure that library materials are available to Canadians whose mother tongue is other than English or French.

**Regional Offices** — none.

**Additional Information** — from the executive secretary.

**Parliamentary Committee** — Standing Committee on Broadcasting, Films and Assistance to the Arts.

**Auditor** — Auditor General of Canada.

## National Library Advisory Board

### Head Office

395 Wellington Street  
Ottawa, Ontario  
K1A 0N4

### Members of the Board

Chairman, Dr. René de Chantal (3/81)

Montréal, Qué.

#### Other Members

Director, Canada Institute for Scientific and Technical Information, NRC .....	Ottawa, Ont.
Dominion Archivist .....	Ottawa, Ont.
Parliamentary Librarian .....	Ottawa, Ont.
National Librarian, secretary .....	Ottawa, Ont.
Dr. Henry E. Duckworth (8/79) .....	Winnipeg, Man.
Dr. Gertrude E. Gunn (11/79) .....	Fredericton, N.B.
Dr. Frances G. Halpenny (12/79) .....	Toronto, Ont.
Dr. E. Kushner* .....	Montréal, Qué.
Dr. A.G. McKay** .....	Hamilton, Ont.
Mrs. H. Frances Morrison (11/80) .....	Saskatoon, Sask.
Mr. Bruce Peel (5/81) .....	Edmonton, Alta.
Mr. Jacques Panneton (5/81) .....	Montréal, Qué.
Dr. Malcolm Ross (12/80) .....	Halifax, N.S.
Dr. M.-A. Tremblay (6/79) .....	Québec, Qué.

\* designated by Canada Council.

\*\* designated by Association of Universities and Colleges of Canada.

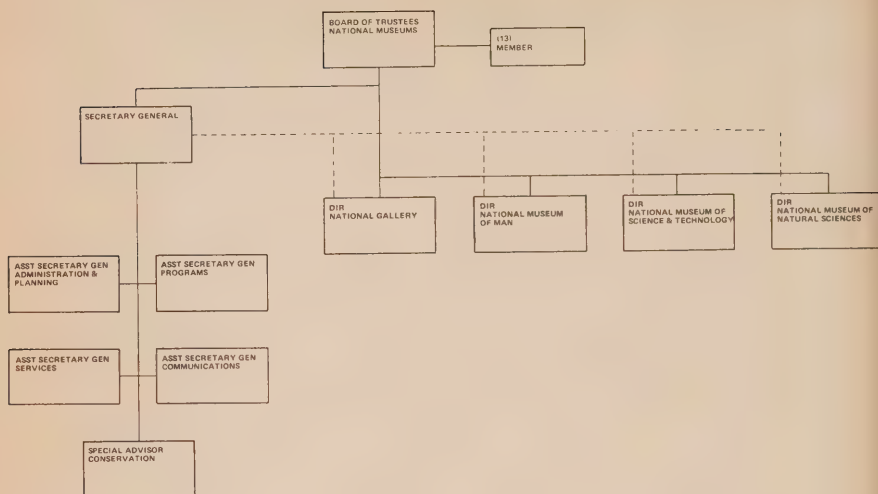
### Historical Background

Formerly the National Library Advisory Council, the board was established under section 9 of the *National Library Act*.

### Overall Responsibilities

Under the Act, the board advises and assists the National Librarian in the organization and development of the library, and advises and assists in the development of the library's relations with other libraries, and library and educational associations and institutions.





# National Museums of Canada

## Head Office

300 Laurier West  
Ottawa, Ontario  
K1A 0M8

## Minister Designated

Secretary of State

## Board of Trustees

Chairman, George Ignatieff .....

Toronto, Ont.

Vice-Chairman, André Bachand .....

Montréal, Qué.

### Members

Léon Simard

Montréal, Qué.

Sally Weaver

Waterloo, Ont.

Jean des Gagniers

Québec, Qué.

Marie-Paule LaBrègue

Québec, Qué.

Marie Tellier .....

Montréal, Qué.

B. Margaret Meagher

Halifax, N.S.

William E. Beckel

Lethbridge, Alta.

J. Ron Longstaffe

Vancouver, B.C.

Richard H. Kroft .....

Winnipeg, Man.

Gower H. Markle .....

Ottawa, Ont.

Charles A. Lussier (ex officio) .....

.. Ottawa, Ont.

William G. Schneider (ex officio) ..

Ottawa, Ont.

## Principal Officers

Acting Secretary-General .....

Jennifer McQueen

Assistant Secretaries-General

Planning and Administration

Richard Herring

Programmes (Acting) .....

R.W. Nichols

Communications (Senior Policy Advisor)

Dr. Brian Segal

Services

Miles Cameron

### Directors

National Gallery of Canada

.. Dr. Hsio-Yen Shih

National Museum of Man .....

Dr. William E. Taylor, Jr.

National Museum of Natural Sciences

Dr. Louis Lemieux

National Museum of Science and Technology

Dr. David M. Baird

## Historical Background

The National Museums of Canada incorporates in a single administration Canada's four National Museums: the National Gallery of Canada, the National Museum of Man (including the Canadian War Museum), the National Museum of Natural Sciences and the National Museum of Science and Technology (including the National Aeronautical Collection).

The beginnings of the National Gallery of Canada are associated with the founding of the Royal Canadian Academy of Arts in 1880. Until 1907 the National Gallery was under the direct control of a minister of the Crown but in that year an Advisory Arts Council consisting of three persons outside government was appointed to administer grants to the National Gallery. In 1913 the National Gallery was incorporated by Act of Parliament and placed under the administration of a board of trustees appointed by the Governor General in Council. Since 1960 the National Gallery has occupied the Lorne Building in Ottawa.

The National Museum of Man and the National Museum of Natural Sciences evolved from the collections of the Geological Survey of Canada in the nineteenth century. The collections were transferred to the newly-built Victoria Memorial Museum Building in 1911. The National Museum of Canada was formally established in 1927. In 1957 this Museum was divided into two branches — Human History and Natural History — with an additional branch, Science and Technology, being established in 1966.

In April 1968 a new Act amalgamated these three branches, together with the National Gallery of Canada, under the aegis of one corporation known as the National Museums of Canada.

### **Overall Responsibilities**

The purposes of the Corporation are to demonstrate the products of nature and the works of man, with special but not exclusive reference to Canada, so as to promote interest therein throughout Canada and to disseminate knowledge thereof (National Museums Act, RSC 1970 C. N-12).

## **Organization and Programs**

The Corporation is composed of a Board of Trustees reporting to the Secretary of State; a Secretary-General, who is responsible for the overall planning and coordination of corporate activities and programs and for ensuring that the Board's policies are effectively carried out; and the four National Museums.

The National Museum Policy, announced by the Secretary of State on March 28, 1972, describes a program of decentralization and democratization for Canadian museums. Essentially, this policy proposes to increase public access to the treasures of our cultural and scientific heritage through a series of service programs and grant programs.

## **Museum Assistance Programs**

### **Institutional Programs**

When the National Museum Policy was announced, two networks of museum institutions were formed. The network of Associate Museums consists of 25 of the larger Canadian museums and galleries, which act in association with the National Museums of Canada to realize the goals of the National Museum Policy.

The second network of National Exhibition Centres brings the museum experience to areas of the country which have been without adequate museum facilities in the past.

## Financial Programs

Financial assistance is available to some 1,500 qualifying institutions in Canada through five programs: the Core-funding Assistance Program, the Capital Assistance Program, the Special Activities Assistance Program, the Training Assistance Program and the Registration Assistance Program.

## Canadian Conservation Institute (CCI)

The Canadian Conservation Institute is engaged in national programs for the conservation of artifacts and works of art, technical consultation, conservation research and training of personnel. Conservation experts restore historical documents, paintings and other works of art, and ethnographic and archaeological specimens. This service is provided free of charge to public institutions. Regional Conservation Centres were opened in Vancouver and Moncton in April 1973 and June 1974. In April 1977 a small laboratory was opened in the Ursuline Convent in Quebec City. Plans are under way for centres in the Prairie and Ontario regions.

## Museumobile Program

Museumobiles exhibit artifacts and related materials mainly in smaller communities across Canada which lack ready access to major museums. Each Museumobile caravan, consisting of three 45-foot trailers, depicts the geographic, archaeological, social and natural history of a region of Canada. Three Museumobile caravans telling the stories of Canada North, Canada West and Atlantic Canada are currently visiting community centres, schools, homes for the elderly, correctional institutions, shopping plazas and other places across the nation. Work on two other caravans is under way.

## National Inventory Program

The National Inventory provides Canadian museums with an easily retrievable, bilingual record of the contents of collections in museums across Canada. The service, employing a computer, provides information on the Fine and Decorative Arts, History (Social), Ethnology, Ornithology and Archaeological sites and specimens. Computer terminals are situated in 20 locations from Victoria to Saint John's. The service, which began in July 1975, contains information on over 400,000 artifacts.

## International Program

The International Program, which began operating in 1976, serves as a focus for the exchange of exhibitions between Canadian museums and galleries and cultural institutions abroad, and provides information and liaison services for museum professionals and government officials.

## National Gallery of Canada

Elgin and Slater Streets  
Ottawa, Ontario  
K1A 0M8

Director ..... Dr. Hsio-Yen Shih

The Gallery's collections have been built up along international lines and give the people of Canada an indication of the origins from which their own tradition is developing. The collection of Canadian art, the most extensive and important in existence, is continually being augmented by the purchase of works from the Biennials of Canadian Art and other sources.

The collections include many Old Masters, among which are twelve acquired from the famous Liechtenstein collection; extensive war collections; the Massey collection presented to the Gallery during 1946-50 by the Massey Foundation; a growing collection of contemporary art; prints and drawings; and diploma works of the Royal Canadian Academy. The prints and drawings collection consists of more than 5,000 items. The services of the Gallery include the operation of a reference library which contains more than 40,000 volumes and periodicals on the history of art and other related subjects. The library is open to the public.

An active program of exhibitions, lectures, films, and guided tours is maintained for visitors to the Gallery in Ottawa. The interests of the country as a whole are served by circulating exhibitions, lecture tours, publications, reproductions, and films prepared by the National Gallery staff. Promotion of, and information on, art films are handled by the Canadian Centre for Films on Art, and their distribution by the Canadian Film Institute. The Gallery promotes interest in Canadian art abroad by participating in international exhibitions such as the Biennials of Venice and Paris, and by preparing major exhibitions of Canadian art for showing in other countries. At the same time, it brings important exhibitions from abroad for circulation in Canada.

## National Museum of Man

Victoria Memorial Museum Building  
Metcalfe and McLeod Streets  
Ottawa, Ontario  
K1A 0M8

Director ..... Dr. William E. Taylor, Jr.

The National Museum of Man is concerned with the archaeology, ethnology, physical anthropology, ethnolinguistics, ethnohistory, folklore, and history of Canada. These study collections, which are open to research by properly qualified students, include 905,946 archaeological specimens, 42,000 ethnological specimens, and 2,895 in physical anthropology. Folksong collections include recordings of 4,500 Indian, 14,000 French-Canadian, 5,000 British-Canadian songs, and 2,448 New Canadian folksongs. The historical collection now being assembled totals 44,500 specimens. Scientific and educational publications are available for distribution.

## Canadian War Museum

330 Sussex Drive  
Ottawa, Ontario  
K1A 0M8

Chief Curator ..... L.F. Murray

The Canadian War Museum, a component of the National Museum of Man, is concerned with research collections, exhibits, and publications in Canadian military history.

## National Museum of Natural Sciences

Victoria Memorial Museum Building  
Metcalf and McLeod Streets  
Ottawa, Ontario  
K1A 0M8

Director ..... Dr. Louis Lemieux

This Museum deals with the sciences of Botany, Geology, Paleobiology, and Zoology. Five main exhibition halls on the birds and mammals of Canada, prehistoric animals, geology and the evolution of animal life are maintained in the Victoria Memorial Museum Building. Large research collections are held in other buildings in Ottawa. These collections are open to study by qualified students including post-doctoral fellows and other contractees sponsored by the Museum.

The National Herbarium contains 375,000 sheets of vascular plants, and 185,000 sheets of cryptogamic plants.

The National Zoological collections include 2,500,000 molluscs; 635,000 crustaceans; 662,000 other invertebrates; 214,000 fishes; 70,000 reptiles and amphibians; 62,500 birds; and 41,000 mammals.

The Palaeontological collections include about 12,600 fossil specimens, and the National Collection of Display Minerals, about 16,000 specimens.

The Canadian Aquatic Identification Centre was organized in 1967, and the Zooarchaeological Centre in 1972.

Scientific and popular publications are available on these subjects.

## National Museum of Science and Technology

1867 St. Laurent Blvd.,  
Ottawa, Ontario  
K1A 0M8

Director ..... Dr. D.M. Baird

The National Museum of Science and Technology is designed to bring scientific literacy to the visiting public, and to familiarize them with the language, events, and history of science. In the Museum, scientific principles and displays are demonstrated by means of artifacts and texts, which correlate these principles with the development of technology. All this is done with particular emphasis on the technologies of ground transportation, aviation, agriculture, shipping, and industrial technologies which have been so closely fused to the history of this nation.

The Museum displays are colourful and inventive; designed to involve people in the learning process. Visitors are asked:

- (a) to participate in experiments and in making things work;
- (b) to explore the technological park;
- (c) to push a button or wind a crank to learn some physical law; or
- (d) to sit in the driver's seat of a giant steam locomotive.

Museum collections are made available to other museums in Canada and abroad, with a view to bringing the story of science and technology to the widest audience possible.



## National Aeronautical Collection

The National Aeronautical Collection, part of the Museum, is located in aircraft hangars at Rockcliffe Airport. There are displayed some 65 of Canada's national collection of about 100 aircraft, together with one of the finest engine collections in the world and other artifacts relating to the development of aviation.

## Associate Museums

British Columbia Provincial Museum  
Victoria, British Columbia

Art Gallery of Greater Victoria  
Victoria, British Columbia

Vancouver Art Gallery  
Vancouver, British Columbia

Vancouver Museums and Planetarium  
Vancouver, British Columbia

Provincial Museum and Archives of Alberta  
Edmonton, Alberta

The Edmonton Art Gallery  
Edmonton, Alberta

Glenbow-Alberta Institute  
Calgary, Alberta

The Saskatoon Gallery and Conservatory Corporation  
Saskatoon, Saskatchewan

Western Development Museum  
Saskatoon, Saskatchewan

Norman Mackenzie Art Gallery  
Regina, Saskatchewan

Manitoba Museum of Man and Nature  
Winnipeg, Manitoba

Winnipeg Art Gallery  
Winnipeg, Manitoba

Royal Ontario Museum  
Toronto, Ontario

Art Gallery of Ontario  
Toronto, Ontario

Musée du Québec  
Québec, Québec

Musée d'art contemporain  
Montréal, Québec

Montréal Museum of Fine Arts  
Montréal, Québec

The New Brunswick Museum  
Saint John, New Brunswick

Nova Scotia Museum  
Halifax, Nova Scotia

Confederation Centre Art Gallery and Museum  
Charlottetown, Prince Edward Island

Newfoundland Museum  
St. John's, Newfoundland

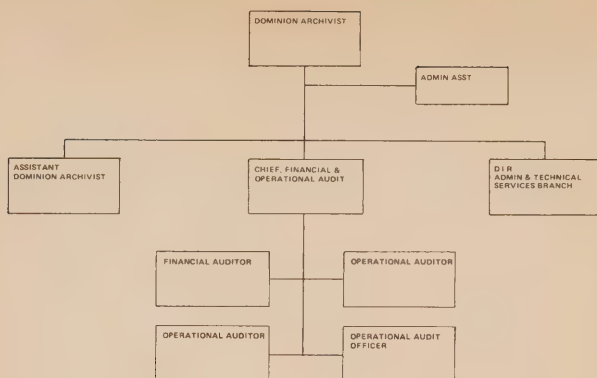
The National Gallery of Canada  
Ottawa, Ontario

The National Museum of Man  
Ottawa, Ontario

The National Museum of Natural Sciences  
Ottawa, Ontario

The National Museum of Science and Technology  
Ottawa, Ontario





# Public Archives of Canada

## Head Office

395 Wellington Street  
Ottawa, Ontario  
K1A 0N3

## Minister

Secretary of State

## Principal Officers

Dominion Archivist .....	Dr. Wilfred I. Smith
Assistant Dominion Archivist .....	Bernard Weillbrenner
Executive Director .....	
Departmental Administration .....	Albert C. Taylor
Director, Archives .....	Michael Swift
Director, Records Management .....	Jay Atherton

## Historical Background

Provision for the creation of the Public Archives was first made by an *Order-in-Council of June 20, 1872* which appointed an officer of the Department of Agriculture to take charge of historical archives. In 1912, the Archives Branch was established under statute as the *Public Archives of Canada* (now *Public Archives Act* RSC 1970 c. P-27). The Archives also administers the Public Records Order (OIC P.C. 1966-1749). (Published in *Public Archives Records Scheduling and Disposal*, Ottawa, 1974 Appendix "A".)

The Archives is designated as a department within the meaning and purpose of the *Financial Administration Act* (OIC P.C. 1952-1903, March 31, 1952). The Secretary of State is designated as the Appropriate Minister for the purposes of the same Act (OIC P.C. 1963-678, 30 April 1963).

## Overall Responsibilities

The objectives of the Archives are to acquire, and preserve historical material relating to the history of Canada, and to provide a records managements and microfilming advisory service to government departments and agencies.

## Organization and Programs

The Public Archives is composed of three branches: Archives, Records Management, and Departmental Administration.

## Archives Branch

The branch acquires, organizes, and preserves historical material, and provides research facilities, advice, assistance and a reference service to researchers and government departments.

Documents in the Public Archives may not be taken out on loan; they must be consulted in the building, but the "Search Rooms" are open 24 hours a day for accredited researchers. Documents on microfilm, however, can be borrowed on inter-library loan. Reproductions of archival material may be obtained at a very reasonable rate.

The Archives Branch maintains offices in London, England, and Paris, France. This branch comprises eight divisions.

### **Manuscript Division**

This division is responsible for all primary textual documents, originals or copies, other than records of the Government of Canada. The division acquires, arranges, and preserves private papers and corporate records of a permanent value. The division consists of several sections and units, including, arts, business, ethnic, genealogical, judicial, labour, medical and scientific, military, political, public affairs, scholastic, and sports archives.

### **Public Records Division**

This division is responsible for the selection, custody and control of the historical public records created and collected by the Government of Canada.

### **Machine Readable Archives Division**

This division preserves EDP records from the Government of Canada and private sources.

### **Picture Division**

This division is responsible for the custody and archival servicing of documentary visual records of national or cultural significance. Included in its holdings are paintings, drawings, prints, heraldic devices, and miscellaneous graphics which provide a visual insight into Canadian development from the year 1500 to the present. It is also responsible for the National Medal Collection.

### **National Film Archives**

This archives preserves audiovisual materials of national interest. The collection includes films, video tapes, and sound recordings as well as posters, still photographs and books of related interest.

### **National Map Collection of Canada**

This collection has custody of approximately 750,000 cartographical items, including atlases, maps, charts, plans and related material. The collection maintains a virtually complete cartographical record of Canada from the year 1500 to the present, plus a comprehensive collection of current foreign material.

### **National Photography Collection**

The National Photography Collection became an autonomous Division of the Archives in 1975. It is currently responsible for more than 5,000,000 photographs documenting Canadian history and the history of photography in Canada.

### **Library**

The Library contains some 100,000 volumes on Canadian history, 18,000 brochures, 1500 different periodicals, 800 posters, and 1000 scrapbooks of press clippings.

## Records Management Branch

Located at Tunney's Pasture (Ottawa), the branch stores and maintain dormant records. It provides a reference service, terminal destruction or disposal of records, and an advisory service on records management. The branch also published records management manuals. There are regional centres in Vancouver, B.C.; Edmonton, Alta; Winnipeg, Man.; Toronto, Ont.; Montréal, Qué.; and Halifax, N.S.

## Departmental Administration Branch

This branch provides central management services for the Archives as well as common administrative, financial, administrative support and personnel services for both the Public Archives and the National Library. The branch has extensive publication, exhibition, restoration and reprography program. It also provides technical advisory services to government departments and agencies (where microfilm applications are involved), and operational microfilm service to government departments and agencies. The branch provides a records conservation, and reproduction and picture conservation for both the Archives and National Library.

## Central Microfilming Unit

This unit provides operational microfilm service to government departments and agencies on a cost recovery basis.

## Other Services

The branch also administers Laurier House, an historical museum located at 335 Laurier Avenue East, Ottawa.

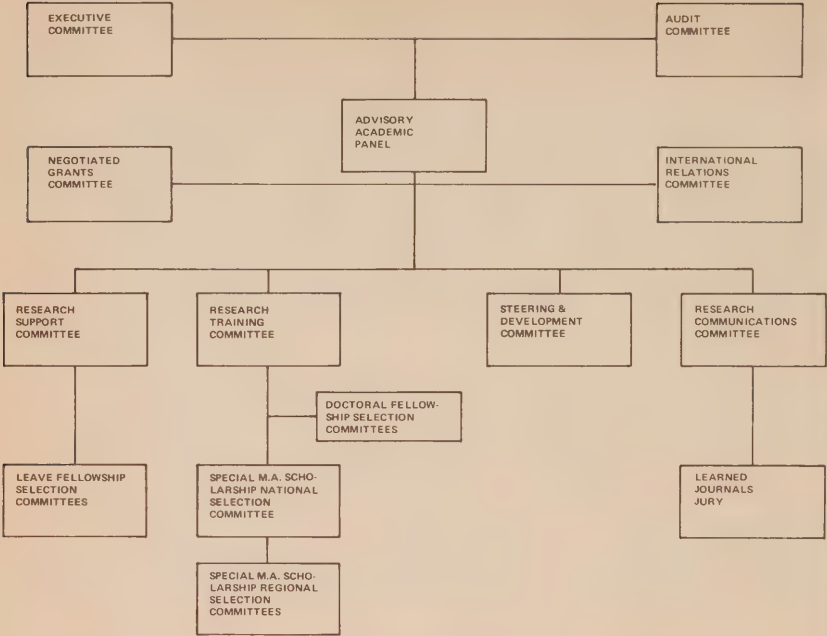
**Additional Information** — from the office of the administrative assistant to the executive director, departmental administration.

**Parliamentary Committee** — Standing Committee on Broadcasting, Film and Assistance to the Arts.

**Auditor** — Auditor General of Canada.



Social Sciences and Humanities Research Council



# Social Sciences and Humanities Research Council

## Head Office

255 Albert Street  
Ottawa, Ontario  
K1P 6G4

## Mailing List

P.O. Box 1610  
Ottawa, Ontario.  
K1P 6G4

## Minister

Secretary of State

## Members of the Board

President, André Fortier

Vice-President, Tom Symons

### Other Members

Michel Bélanger

Dr. Gail Cook

Gérard Dion

Stefan Dupré

Hon. Sidney Dymond

Dr. Gustave Gingras

Leslie Harris

Jacques Henripin

Sidney Jackson

Jean Jones

Dr. Douglas Kenny

Dr. Guy MacLean

Roland Parenteau

Paul Park

Chantal Perrault

Peter Podovnikoff (C.G.A.)

Michael Swan

Eldon Thompson

David J. Thomson

David Walker

Ottawa, Ontario  
Peterborough, Ont.

Montréal, Qué.

Montréal, Qué.

Québec, Qué.

Toronto, Ont.

Toronto, Ont.

Charlottetown, P.E.I.

St. John's, Nfld.

Montréal, Qué.

Toronto, Ont.

Hamilton, Ont.

Vancouver, B.C.

Halifax, N.S.

Ste-Foy, Qué.

London, Ont.

Montréal, Qué.

Vancouver, B.C.

Saskatoon, Sask.

Saint John, N.B.

Edmonton, Alta.

Winnipeg, Man.

## Principal Officers

Director General

John Greer Nicholson

## Historical Background

The Social Sciences and Humanities Research Council was established on June 29, 1977 by Act of Parliament — *the Canadian Government Organization (Scientific Activities) Act* — and came into being on April 1, 1978.

## Overall Responsibilities

The Council promotes and assists research and scholarship in the social sciences and humanities, and advises the Minister on matters relating to such research as the Minister may refer to the Council for its consideration.

The Council's objectives are:

— to encourage excellence in research;

- to ensure the advancement of knowledge by promoting basic, independent research;
- to encourage research which would contribute to the fulfilment of national objectives;
- to promote interdisciplinary research;
- to promote regional distribution of scientific resources;
- to encourage major concentration of researchers and research facilities; and
- to assist in the training of researchers.

## Organization and Programs

The Council is governed by 22 members, including the President. In choosing the Council members, the government had to strike a balance between the requirements of researchers and the public interest, as well as between the university community and society in general. As a result, twelve Council members come directly from universities, and ten have ties with various other social spheres. Their mandate in principle is three years, with a one-third replacement ratio every year.

The Council's programs are as follows:

### Scholarships

#### Special M.A. Scholarships

- Available to Canadian students of exceptional promise for Master's studies at a Canadian university.

### Fellowships

#### The Queen's Fellowships

- Available to Canadian students of exceptional promise for a Master's program in Canadian studies at a Canadian university.

#### Doctoral Fellowships

- Available to Canadian citizens or to nationals of other countries with landed immigrant status, for doctoral studies at a Canadian or foreign university.

#### Leave Fellowships

- Available to university scholars who, during a leave of absence, wish to engage in research designed to further their speciality.

### Grants

#### Research Grants

- To Canadian university professors and private researchers. Canadians or landed immigrants, for advanced research in the fields of social sciences and humanities.

#### Negotiated Grants

- To groups of researchers. Canadians or landed immigrants, to carry out broad collective research or major editorial projects.

#### General Research Grants

- Available to Canadian universities to cover requirements of their faculty for travel to conferences abroad and small research expenses.

#### Aid to Scholarly Publication

- For the publication of Canadian learned journals or unpublished manuscripts in the fields of social sciences and humanities.

## **Conference Grants**

### **Conference Grants**

- Grants available to Canadian university scholars, through a learned society or a university, allowing for the participation in conferences.

Subsidies to learned societies to permit attendance at their annual meetings.

## **International Scholarly Exchanges**

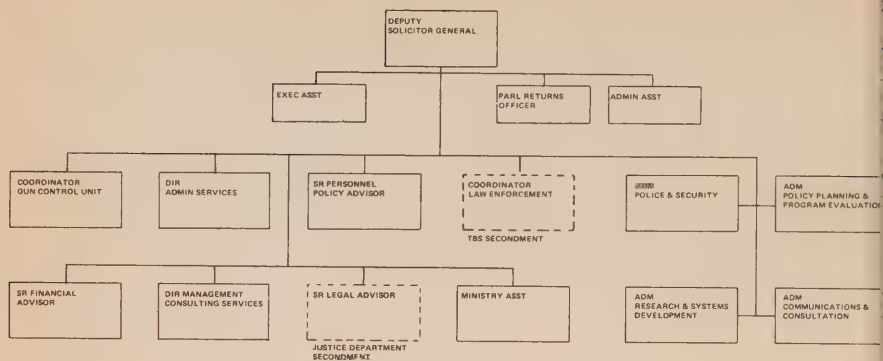
- Nine programs, some of which are administered on behalf of the Department of External Affairs, to facilitate the exchange of lecturers, researchers and students between Canada and several countries. The programs vary as to their objectives, their scope, and the nature of support provided.

**Additional Information** — All queries should be addressed to Information Services.

**Parliamentary Committee** — Standing Committee on Miscellaneous Estimates.

**Auditor** — Auditor General of Canada.

# Department of the Solicitor General



# Department of the Solicitor General

## Head Office

Sir Wilfrid Laurier Building  
340 Laurier Avenue West  
Ottawa, Ontario  
K1A 0P8

## Minister

Solicitor General of Canada

## Principal Officers

Deputy Solicitor General .....	P.-A. Bissonnette
Assistant Deputy Ministers	
Policy Planning & Program Evaluation	Art Wakabayashi
Research & Systems Development	Bernard C. Hofley
Police & Security Planning & Analysis	Robin P. Bourne
Communication & Consultation .....	Reeves Haggan

## Historical Background

The present department was created in 1966 by the *Department of the Solicitor General Act* (now RSC 1970 c. S-12).

## Overall Responsibilities

The duties, powers and functions of the Solicitor General of Canada extend to and include all matters over which the Parliament of Canada has jurisdiction, not assigned by law to any other department, branch or agency of the Government of Canada, relating to:

- (a) reformatories, prisons and penitentiaries;
- (b) parole and remissions; and
- (c) the Royal Canadian Mounted Police.

## Organization and Programs

The department has the following four branches: Policy Planning and Program Evaluation; Police and Security Planning and Analysis; Research and Systems Development; and Communication and Consultation.

## Policy Planning and Program Evaluation Branch

The Branch identifies and proposes means of resolving policy issues and in so doing relies on research, statistical demonstrations, consultation information available from the other branches of the Secretariat and program experience and information from the agencies within the Ministry. As a further demonstration of the inter-locking functions, the Branch will devise means of testing the effectiveness of Ministry programs on a continuing basis, in relation to and in cooperation with other components of the Criminal Justice System — federal, provincial and private.

## Police and Security Planning and Analysis Branch

This branch monitors and analyzes internal security information on international terrorism, collective violence, and potentially violent social unrest. It is increasingly involved in police policy.

Among those projects which were undertaken are:

- (a) the development of contingency planning procedures in the event of internal security crises such as riots, the hijacking of aircraft, kidnapping and the holding of hostages;
- (b) studies to assess Canada's vulnerability to possible acts by international terrorist organizations;
- (c) studies on establishing national police research and training capabilities;
- (d) the formulation of government policy recommendations on the physical security of information and property; and
- (e) studies on the practical implementation of legislation such as the *Protection of Privacy Act* (an *Act to amend the Criminal Code*, the *Crown Liability Act*, and the *Official Secrets Act*).

## Research and Systems Development Branch

This branch includes the Research and Information Systems and Statistics Divisions, and the Library.

### Research Division

The division comprises the following:

- (1) Research Planning and Liaison — responsible for maintaining contact with the division's clients and ensuring that the results of research are fed back into the system in a meaningful way.
- (2) Research Programme Management — responsible for the research management functions related to project decision-making and project control including project design, monitoring and project evaluation.
- (3) Research Resources — responsible for managing the divisions intramural research personnel, establishing and maintaining contact with the Canadian research community and encouraging the development of criminological research manpower within Canada.

### Information Systems and Statistics Division

The division responds to requests for information and provides a statistical analysis capability within the Secretariat. The division is active in the development of the CANJUS project: a computerized simulation model of the Canadian Criminal Justice System.

This division was also established to develop better management information systems (e.g. studies to determine the status of criminal justice information systems throughout Canada, and the development of the Inmate Record and Temporary Absence Systems).

### Library

The Library serves regional offices and institutions during the year and together with the Research Division is planning for a Documentation Centre that would become the *clearing house* for all Canadian criminological research.



## Communication and Consultation Branch

### Communication Division

The division is responsible for internal and external communication. The division publishes departmental reports and answers queries from the general public.

### Consultation Centre

The Centre fulfils its responsibilities through broadly based policy consultations, demonstration projects, consultative studies and reviews of provincial correctional systems, and through consultation on specific problems or needs.

### Regional Consultants

Atlantic	Québec
1222 Main Street	Place du Cercle
Terminal Plaza Building	3555 Berri
Moncton, N.B.	Montréal, Qué.
E1C 1H6	H2L 4J4
Ontario	Prairies
Sir William Mulock Building	P.O. Box 9223
241 Jarvis Street	Saskatoon, Sask.
Toronto, Ont.	S7K 3X5
M3B 2C2	
British Columbia	
326 Howe Street	
Vancouver, B.C.	
V6C 2A5	

**Additional Information** — from the Director, Communication Division (593-5105).

**Parliamentary Committee** — Standing Committee on Justice and Legal Affairs.

**Auditor** — Auditor General.

### Statutes

The Minister is responsible for administering the following statutes:

*Criminal Records Act* (RSC 1970 c. 21 [1st Supp]) as amended

*Parole Act* (RSC 1970 c. P-2) as amended

*Penitentiary Act* (RSC 1970 c. P-6)

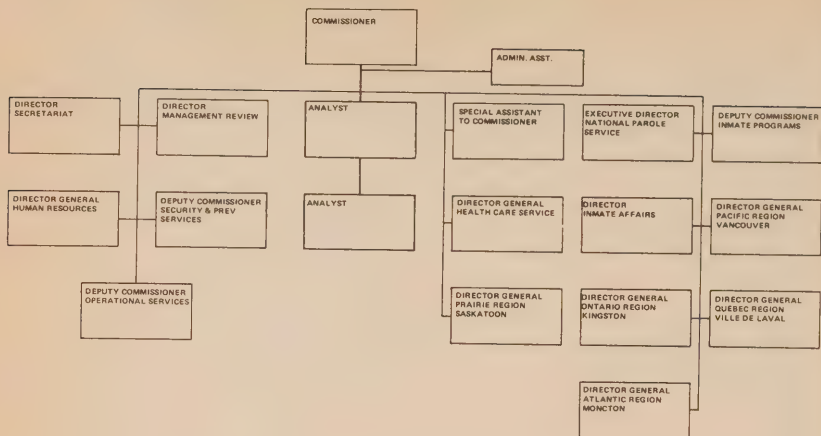
*Prisons and Reformatories Act* (RSC 1970 c. P-21)

*Royal Canadian Mounted Police Act* (RSC 1970 c. R-9)

*Royal Canadian Mounted Police Pension Continuation Act* (RSC 1970 c. R-10) as amended

*Royal Canadian Mounted Police Superannuation Act* (RSC 1970 c. R-11) as amended

# Canadian Penitentiary Service



# Canadian Penitentiary Service

## Head Office

Sir Wilfrid Laurier Building  
340 Laurier Avenue West  
Ottawa, Ontario  
K1A 0P9

## Minister

Solicitor General of Canada

## Principal Officers

Commissioner of Corrections .....	D.R. Yeomans
Deputy Commissioners:	
Operations .....	R. Diguier
Offender Programs .....	L.W. Pisapio
Implementation and Planning .....	W.F. Nelson
Security .....	W.C. Westlake
Deputy Commissioner .....	J.W. Braithwaite
Director General, Medical and Health Care Services .....	Dr. D. Craigen
Inspector General .....	A.F. Wrenshall
Directors General:	
Finance .....	M. Rossignol
Human Resources .....	R.H. Dowdell
Inmate Employment .....	B. Geraghty

## Historical Background

The Canadian Penitentiary Service was established by section 3 of the *Penitentiary Act* (SC 1960-61 — now RSC 1970 c. P-6). The Service is designated as a department, and the Solicitor General as the Appropriate Minister within the meaning and purpose of the *Financial Administration Act* (OIC P.C. 1965-2286, 22 Dec 1965).

## Overall Responsibilities

The Service is responsible for all federal penitentiaries. It administers sentences imposed by the courts and prepares inmates for their return to society as responsible citizens.

## Organization and Programs

The Commissioner of Penitentiaries, under the direction of the Solicitor General, is responsible for the control, security and management of the Service, and related matters.

Programs for rehabilitating inmates, focussed on occupational and social development, include community-based programs. Industrial training in at least 15 occupational skills is offered at trade schools within the institutions, and on-the-job training given by local employers. Opportunities for upgrading and extending educational levels are available in the institutions, and in community universities and colleges. Day parole or temporary passes are required for courses outside an institution. Medical, dental, and psychiatric treatment is provided. The Service releases inmates when parole is granted by the National Parole Board. The care of parolees is the responsibility of the National Parole Service.

Organization of the Service is national and regional. Headquarters for the Service is in Ottawa.

**Regional Offices**

**Atlantic**

Terminal Plaza  
2nd Floor  
Box 1242  
Moncton, N.B.  
E1C 8P9

**Québec**

1600 East St.  
Martin Blvd.  
Tower 'A'  
4th Floor  
Ville de Laval, Qué.  
H7G 4R8

**Ontario**

440 King St. W.  
P.O. Box 1174  
Kingston, Ont.  
K7L 4Y8

**Prairies**

Box 9223  
2002 Quebec Avenue  
Saskatoon, Sask.  
S7K 1W4

**Pacific**

P.O. Box 10058  
Pacific Centre  
700 West Georgia Street  
Vancouver, B.C.  
V7Y 1B9

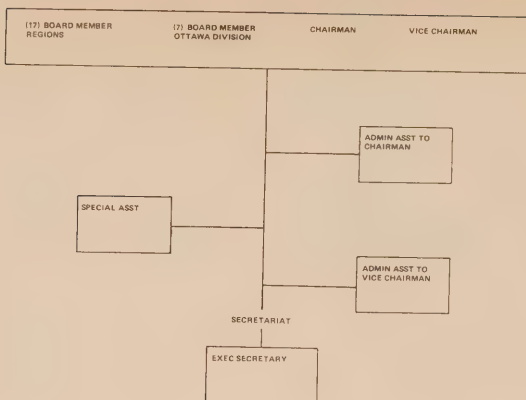
**Additional Information** — enquiries should be addressed to the public affairs branch at head office or to the regional offices.

**Parliamentary Committee** — Standing Committee Justice and Legal Affairs.

**Auditor** — Auditor General of Canada.



# National Parole Board



# National Parole Board

## Head Office

Sir Wilfrid Laurier Building  
340 Laurier Ave., West  
Ottawa, Ontario  
K1A 0R1.

## Minister

Solicitor General of Canada

## Members of the Board

Chairman, William Outerbridge  
Vice-Chairman, Claude Bouchard

Ottawa, Ont.  
Ottawa, Ont.

### Other Members

D. Wall, Senior Member  
E. Hobbs  
R.L. Hutson  
M. Maccagno  
P. Young  
R. Evans

Ottawa, Ont.  
Ottawa, Ont.  
Ottawa, Ont.  
Ottawa, Ont.  
Ottawa, Ont.  
Ottawa, Ont.

## Regional Members

### Atlantic

M. Casey, Senior Member  
M. Gallant

Moncton, N.B.  
Moncton, N.B.

### Ontario

M. Benson, Senior Member  
M. Stienburg  
L.F. Taylor  
A.E. Beaupré

Kingston, Ont.  
Kingston, Ont.  
Kingston, Ont.  
Kingston, Ont.

### Pacific

W.J. Mussell, Senior Member  
M.B. MacBrayne  
B.K. Stevenson

Burnaby, B.C.  
Burnaby, B.C.  
Burnaby, B.C.

### Prairies

F.W. Anderson, Senior Member  
R. Gillies  
K. Louis

Saskatoon, Sask.  
Saskatoon, Sask.  
Saskatoon, Sask.

### Quebec

J.P. Gilbert, Senior Member  
M.S. Cumas  
M.R. Lette

Montreal, P.Q.  
Montreal, P.Q.  
Montreal, P.Q.



## Principal Officer

Executive Secretary ..... R. Labelle

## Historical Background

The National Parole Board was established by section 3 of the *Parole Act* (SC 1958 c. 38, now RSC 1970 c. P-2). (The *Parole Act* replaced the *Ticket of Leave Act*.)

The Board is designated as a department, and the Solicitor General as the Appropriate Minister within the meaning and purpose of the *Financial Administration Act* (OIC P.C. 1965-2286, 22 Dec 1965).

## Overall Responsibilities

The National Parole Board has the exclusive jurisdiction and absolute discretion to grant, refuse, or revoke parole (subject to the *Parole Act*, *Penitentiaries Act* and the *Prisons and Reformatories Act*) for any adult inmate in a federal or provincial institution who is serving a sentence under any federal statute.

Although eligibility for parole is based on the type and length of sentence, the Board is not a reviewing authority and is not concerned with the propriety of the conviction or the length of the sentence; this is the function of the court. In addition, the Board has no jurisdiction over a child under the *Juvenile Delinquents Act*, or over an inmate serving a sentence for a breach of a provincial statute (for example, a liquor control act).

The Board may grant or refuse unescorted "temporary absences" and is responsible for inmates released on mandatory supervision.

Through the *Parole Act*, the Board is involved in the pardon granting process under the Royal Prerogative of Mercy, when asked to do so by the Solicitor General. This concerns free pardons, ordinary pardons, and remissions of fines, forfeitures, or penalties.

Under the *Criminal Records Act* the Board also has specific responsibilities for investigations and recommendations concerning pardons of people convicted and subsequently rehabilitated. Under the Act, a pardon may be granted two years after the end of a sentence for a summary offence, of five years after the end of a sentence for an indictable offence.

## Organization and Programs

There are 26 members who are appointed by the Governor-in-Council for a period not longer than 10 years. A member may be re-appointed. One of the members is designated as chairman and another as vice-chairman. The chairman is the chief executive officer; supervising and directing the work and staff of the Board. The chairman may establish divisions of the Board, consisting of two or more members, that may carry out the duties and functions of the Board, exercising all the powers conferred on the Board.

The National Parole Service, which does case preparation and supervision, was formerly with the Board and is now integrated with Canadian Penitentiary Service under the Commissioner of Corrections.

## Executive Secretary to the Board

Under the authority of the Chairman of the Board, the executive secretary is responsible for directing and planning administration and general management of the head office and the regional offices. This involves looking after a staff of 260 man-years and a budget of \$6.5 million, spread over nine responsibility centres in Ottawa and five in the regions. In the area of the Board's internal operations, the executive secretary ensures direction in terms of planning objectives and developing policies recommended by the Executive Committee. In addition, the executive Secretary makes sure that the analysis and presentation of cases respond to the needs of the members of The Board who must study the cases and make the decisions. Through the division directors, qualitative control of human and financial resources, as well as communication and general public education, are ensured.

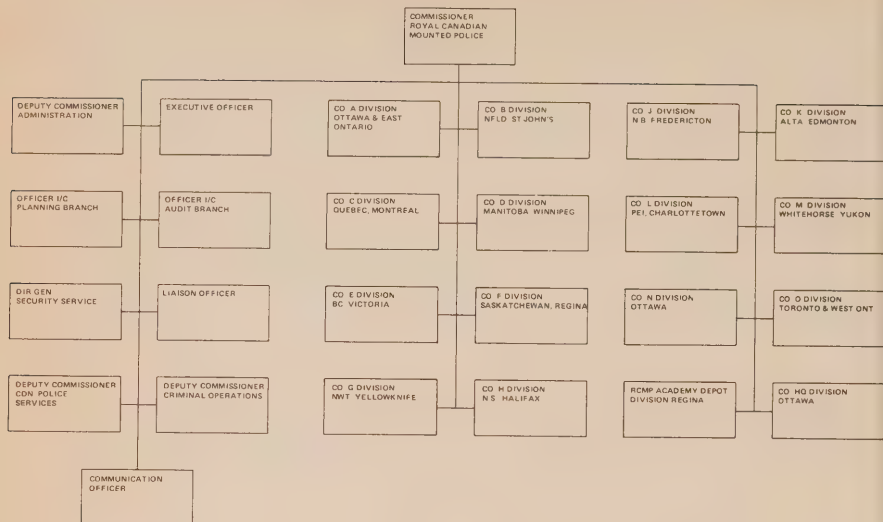
## Case Management Division

The Case Management Division has responsibility for establishing and maintaining uniform administrative procedures and practices within the Division and exercising a functional control in this regard over the Case Managers in the five regions. The Director of this division also acts as a consultant and advisor to the Board on professional, procedural and technical problems related to Case Management.

## Registrar's Office

Monitoring, processing, recording and notification of case files is the responsibility of the Registrar's Office. This office also has responsibility for preparation of replies regarding parole for the Minister's signature and for direct reply.

# Royal Canadian Mounted Police



# Royal Canadian Mounted Police

## Head Office

Headquarters Building  
1200 Alta Vista Drive  
Ottawa, Ontario  
K1A 0R2

## Minister Designated

Solicitor General of Canada

## Principal Officers

Commissioner	Robert H. Simmonds
Deputy Commissioner (Criminal Operations)	J.P. Drapeau
Deputy Commissioner (Administration)	D.J. Beiersdorfer
Deputy Commissioner (Canadian Police Service)	J.R.R. Quintal
Director General (Security Service)	Mr. Michael R. Dare

## Historical Background

The Royal Canadian Mounted Police (R.C.M.P.) was established in 1873 as the North West Mounted Police by *An Act respecting the Administration of Justice, and for the establishment of a Police Force in the North West Territories* (SC 1873 c.35 — now the *Royal Canadian Mounted Police Act* RSC 1970 c. R-91). The Force was set up to police a territory from the western boundary of Manitoba to the Rocky Mountains, then known as the North West Territories.

## Overall Responsibilities

Laws made by, or under the authority of the federal government, are enforced by the Royal Canadian Mounted Police in all provinces and territories of Canada.

The enforcement of the Criminal Code and the administration of justice within the provinces, are the responsibility of the provincial governments. The R.C.M.P. enforces criminal and provincial laws within all provinces except Ontario and Quebec. The Yukon and Northwest Territories are policed exclusively by the R.C.M.P. where police jurisdiction over criminal offences, federal statutes and territorial ordinances has been assigned to the Force.

## Organization and Programs

There are 13 operational divisions, alphabetically designed, with a headquarters for each located in provincial or territorial capitals, except "C" Division, which is in Montreal, and "A" Division which is in the National Capital. There are 41 sub-divisions within the divisions and these are broken down into a total of 841 detachments. Of this total, the R.C.M.P. are under contract to provide policing services to 192 municipalities across Canada. The Air and Marine Services within the Force provide operational support to divisions as does the R.C.M.P. Training Academy located at "Depot" division, Regina, Saskatchewan.

## **“A” Directorate**

This directorate plans and directs the policies and programs of the Force relating to the organization and management of personnel.

### **Training and Development Branch**

The branch is responsible for basic recruit training and other specialized courses. The residence and classroom facilities at Rockcliffe, Ontario, which house the Canadian Police College and other internal training courses, are used throughout the year.

Research continues in the development of new course training standards and when necessary in updating those already established.

### **Staffing and Personnel Branch**

The Personnel Management Section co-ordinates all matters dealing with civilian and regular members: succession planning, service problems, transfers and promotions.

The Policy, Planning and Evaluation Section develops and co-ordinates systems to forecast human resources needs of the Force; a program to audit the division staffing and personnel functions; a performance evaluation program; research policy concerning staffing and personnel branch operations; the organization of the Commissioner's Promotion Boards.

The Recruitment Section co-ordinates the hiring of all recruits for employment as members of the Force, ensuring that all personnel requirements are continually met.

### **Staff Relations Branch**

This branch is responsible for the following: division staff relations representatives, appeals and grievances, internal commendations, long service awards, suggestion award program, internal staff relations newsletter.

## **“Air” Directorate**

The RCMP operates 27 aircraft at 20 different locations across Canada. The aircraft are used as a support service for the operational policeman. The directorate is responsible for pilot training, aircraft technician training, flight and maintenance standards, and provides technical expertise on all Air Services matters.

## **“C” Directorate**

### **Contract Policing Branch**

This branch provides a support service to the N.W.T., Yukon Territories and those eight provinces where police services are provided under contract. The branch plans and co-ordinates the program forecast cycle and determines a variety of operational policies and procedures for rural and municipal policing areas; develops and co-ordinates policies, equipment identification, and other matters related to violent type crimes and tactical functions of the Force; plans, develops and co-ordinates Force policies and programs relating to crime prevention and police community relations; and evaluates equipment and plans, develops and co-ordinates policies on all matters related to traffic law enforcement.

## Federal Policing Branch

The International Criminal Police Organization, Interpol, was founded in 1923. Since its post-war reorganization, 125 nations have become members. Canada joined Interpol in 1949 and the R.C.M.P. administers the National Central Bureau of Interpol for Canada. This bureau co-ordinates the exchange of criminal investigations and information between all accredited Canadian police forces and National Central Bureaus located at each of the 125 member nations, as well as with Interpol Headquarters at Paris, France.

There are 60 police service dog teams deployed across Canada to assist investigators in tracking or searching for missing persons, lost or stolen items, criminals, illicit alcohol, controlled drugs or narcotics.

Five dog teams are employed as part of existing control systems at Ports of Entry and assist the Department of Transport.

Migratory Birds Convention (MBC) Act Section enforces the MBC Act and related wildlife statutes. In addition, there is the *Canada Shipping Act* and the enforcement of regulations regarding small vessels.

The Immigration and Passport Section investigates offences described in the *Citizenship Act*, the *Immigration Act*, and related offences in the Criminal Code.

## Native Policing Branch

A Native Policing Branch was established January 1, 1976, at Headquarters Ottawa and staffed during April 1976 by an inspector, sergeant and public servant. The branch provides support services to the field in the development, implementation and co-ordination of policies, strategies and programs directed towards providing effective policing services to native communities. Native Policing Branch also performs a catalytic function in the areas of recruiting and staffing because the employment of natives within the Force is very important. Field Co-ordinators have been appointed at Victoria, Vancouver, Whitehorse, Yellowknife, Edmonton, Regina, Winnipeg, Fredericton, Halifax, Charlottetown and St. John's. They will develop, through research and consultation with Detachments, provincial native organizations and support services of Headquarters, Ottawa, specific programs to meet their regional needs. The joint efforts of this Branch and the field co-ordinators will culminate in an improved standard of understanding and policing to the native community.

## National Crime Intelligence Branch

The Force combats organized crime by seeking out, identifying and gathering criminal intelligence on organized crime figures and on revolutionary and/or terrorist organizations engaged in criminal acts.

N.C.I. sections, located throughout Canada, work very closely with their counterparts in provincial, municipal or regional police forces. The N.C.I. Sections form part of the Criminal Intelligence Service Canada.

## Criminal Intelligence Service Canada

Criminal Intelligence Service Canada (C.I.S.C.) is a nationwide organization composed of the R.C.M.P.; Quebec Police Force; Ontario Provincial Police; 46 municipal and regional police departments and the Ontario Police Commission. There are also two additional police forces who are associate members and 21 non-police agencies who are affiliate members.

C.I.S.C. provides facilities for the collection, analysis and dissemination of criminal intelligence to effectively combat the spread of organized crime in Canada.



## Commercial Crime Branch

The activities of the branch centre on business-oriented crimes: offences relating to rights of property, fraudulent transactions respecting contracts, corporate frauds, tax frauds, bankruptcies, fraudulent securities and other promotions, counterfeiting, frauds where the Government of Canada is the victim, and corruption of public officials.

At Headquarters Ottawa, the branch monitors the activities of all commercial crime sections located in most major Canadian centres and provides guidance, assistance and liaison, on the national and international scene with foreign enforcement agencies, as well as with various commissions and departments of the Canadian federal and provincial governments. (Commercial crime sections are staffed with peace officers who have obtained varying levels of education and experience in such disciplines as law, accounting, commerce and business administration.)

Specialized counterfeit sections and counterfeit specialists are located in major centres, engaged in the detection and prevention of counterfeiting in Canada.

## Drug Enforcement Branch

This branch controls and reduces the availability of illicit drugs in Canada, at the same time assisting Health and Welfare Canada in controlling the marketing and use of legal drugs in this country.

Suppressing the trafficking and use of heroin is the top priority. Canada supports a heroin addict population of approximately 16,000 to 20,000 and the cost of this support to Canadian society is staggering. Most of the monies used to purchase illicit drugs is derived from the commission of crimes. There are few large urban communities that are not infected with heroin abuse and recently the illicit use of heroin has spread to numerous smaller centres so rapidly as to suggest a substantial increase in the addict population in the near future.

The detection of illicit laboratories has become a major area of investigation. These illicit laboratories produce such well-known drugs as methamphetamine (speed), M.D.A. and phencyclidine (P.C.P.). This illicit chemical production has caused Canada to become known as a "source" country as well as a "victim" country and is expected to be a growing drug law enforcement problem in the future.

The abuse of cannabis, cocaine, controlled and restricted drugs continues in Canada. Cannabis is still the most widespread illicit drug used. Also, the use of cocaine continues its upward spiral from almost non-availability in 1971, when two ounces were seized, to the seizure of over 100 pounds in 1974.

The Drug Enforcement Branch has established excellent co-operation with foreign drug enforcement agencies which has proved very beneficial in the fight against drug abuse in Canada and has resulted in the arrest and successful prosecution of many international and national drug traffickers by the Branch.

## Customs and Excise Branch

This branch protects federal revenue and Canadian industry in the area of customs and excise through a dedicated enforcement program.

An establishment of 250 members, consisting of 50 sections across Canada, is primarily responsible for the detection and apprehension of suspects who are:

- (a) involved in smuggling goods into Canada for personal and commercial use or for re-sale, contrary to the *Customs Act*;
- (b) involved in the unlawful manufacture of spirits and tobacco products, contrary to the *Excise Act*; or



- (c) involved in the unlawful export of goods, contrary to the *Export and Import Permits Act*.

Emphasis is on cases of organized crime and commercialization, and on personal smuggling cases where a commodity of substantial value has been smuggled.

The branch is responsible for imposing voluntary penalties and entering prosecution when required for breaches of the above Acts.

### Special "I" Branch

This Branch provides a support service to all criminal investigations in the areas of technical, electronic and specialized photographic equipment. Special "I" Branch must also attend to the increasing demands caused by Part IV, Chapter 1, of the Criminal Code. There are sections in all major centres in Canada with the exception of "M" and "G" Divisions.

Special "I" Branch also supports criminal investigations by interviewing and conducting polygraph examination of suspects and witnesses. There are polygraph examiners in all Divisions except "A", "C", "O", "L", "G" and "M" Divisions.

### Monitoring and Analysis Branch

This branch performs three functions:

- (a) it co-ordinates the planning and estimates processes (policies, objectives and goals, program forecast, Main Estimates and Supplementary Estimates) as they relate to criminal operations of the Force;
- (b) services necessary for the maintenance of existing telecommunications facilities in the R.C.M.P. and the upgrading or development of new telecommunications systems; and
- (c) a repository for R.C.M.P. administrative files (Date Centre).

### "L" Directorate

This directorate comprises the Crime Detection Laboratories, Scientific Services and Identification Services.

#### Crime Detection Laboratories

The laboratories provide technical and scientific assistance to all law enforcement agencies in Canada. This assistance is provided from strategically located regional laboratories at Vancouver, Edmonton, Regina, Winnipeg, Ottawa, and Sackville. The staff of the laboratories conduct the forensic examination of physical evidence and present expert evidence to the criminal courts of Canada in the fields of chemistry, toxicology, serology, alcohol, hair and fibre identification, document examination, firearms and tool mark identification, and counterfeiting.

#### Science and Technology Advisory Group (S.T.A.G.)

The S.T.A.G. sector, consisting of senior personnel from the various scientific and technical disciplines within the directorate, is responsible for establishing the methods of analysis or operation and standards of performance for the laboratory sections and some identification services. These functions include the conduct or supervision of research projects and development work, consultation and training, as well as some active case work. Another significant proportion of the work consists of equipment evaluation studies.

## Identification Services

As a central repository for a broad range of filed records and identification data submitted by police departments and penal institutions throughout Canada, Identification Services supports criminal investigations and assists in the administration of law as well as the prevention and detection of crime. These records and identification facilities are available to all police departments and penal institutions throughout Canada 24 hours a day, seven days a week.

## Official Languages Directorate

This Directorate is responsible for the centralized planning, implementation, co-ordination and monitoring of a unified program developed to meet the requirements of the Official Languages Act throughout the R.C.M.P.

## "P" Directorate

The Protective Policing Directorate has five basic objectives:

- (a) to provide the Government of Canada with advice on security requirements for all its facilities and assets; this includes information, property, equipment, personnel and essential services.
- (b) to co-ordinate and provide protection to dignitaries both Canadian and foreign. This protection extends to embassies, consulates and trade missions.
- (c) to provide security at designated international and domestic airports, under agreement with the Ministry of Transport.
- (d) to research, develop, test and evaluate security equipment, materials and concepts, on behalf of the Government of Canada; this includes locks, and security of EDP equipment, personnel, and buildings.
- (e) to develop and implement policies and procedures for processing all requests received by the R.C.M.P. relating to personal information, in compliance with the *Canadian Human Rights Act*, and to ensure the protection of classified or otherwise sensitive information by way of exemptions provided for under the Act.

## "S" Directorate

This Directorate provides and manages the financial resources, accommodation, material and equipment requirements of the Force.

## "R" Directorate

This Directorate is responsible for records management, directives and manuals, forms and graphics, library service.

## Northern Work

The policing of Canada's North is carried out by the members of the Force in two Divisions: "G" Division looks after the R.C.M.P. is the only law enforcement agency within "M" Division relinquished the Yukon Territory which came into its own as "M" Division.

## "G" Division

The headquarters of "G" Division was moved from Ottawa to Yellowknife, Northwest Territories, on August 16, 1974. Suitable and adequate facilities were added by the construction of a new wing to the Henry Larsen Building in Yellowknife which houses the administrative offices and certain operational units. Modern training facilities have also been provided and members of both "G" and "M" Divisions can attend in-service training courses which primarily deal with unique northern requirements.

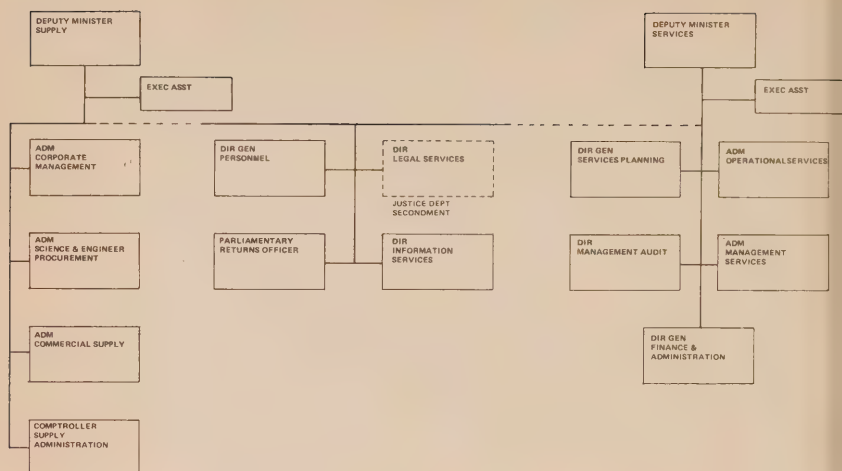
"G" Division acts as both a federal and territorial force under contract with the Territorial government. Besides the division's headquarters at Yellowknife, there are three sub-divisions: Yellowknife, Inuvik and Frobisher Bay, with a total of 32 detachments. Air detachments are also located at Yellowknife, Inuvik and Frobisher Bay and provide vital support service to policy operations.

Telecommunication facilities are continually being updated and improved. A computer terminal has been installed at Yellowknife and provides access to the Force's Ottawa computer as part of the C.P.I.C. system.

## "M" Division

With its headquarters at Whitehorse, "M" Division polices the entire Yukon Territory, three small areas of northern British Columbia and a small parcel of the southwestern portion of the Northwest Territories. Apart from some bylaw enforcement officers within the City of Whitehorse, the R.C.M.P. is the only law enforcement agency within "M" Division responsible for the enforcement of the Criminal Code, federal statutes, and territorial ordinances.

# Department of Supply and Services



# Department of Supply and Services

## Head Office

Place du Portage, Phase III  
11 Laurier Street  
Hull, Québec  
K1A 0S5

## Minister

Minister of Supply and Services and Receiver General for Canada

## Principal Officers

Deputy Minister of Supply and Queen's Printer	Jacques M. DesRoches
Assistant Deputy Ministers	
Corporate Management .....	Arthur R. Bailey
Science and Engineering Procurement .....	Alastair W. Allan
Commercial Supply .....	Gerald A. Berger
Deputy Minister of Services and Deputy Receiver General for Canada	J. Lawrence Fry
Assistant Deputy Ministers	
Management Services .....	David J. Steele
Operational Services .....	Jean R. Caron

## Historical Background

The Department of Supply and Services was established April 1, 1969 by the *Government Organization Act 1969* (now the *Department of Supply and Services Act RSC 1970 c. S-18*). The present department was formed through the amalgamation of the Department of Defence Production; the Department of Public Printing and Stationery; the Ship-building Branch of the Department of Transport; the Office of the Comptroller of the Treasury; the Central Data Processing Service Bureau of the Treasury Board; and the Bureau of Management Consulting Services from the Public Service Commission.

## Overall Responsibilities

The Department of Supply and Services is the purchasing, supply, printing and accounting arm of the government. It provides major common services in the areas of procurement, warehousing, distribution, printing, accounting, payment and audit, and management advisory services.

## Organization and Programs

The department is divided into two administrations: Supply, Services.

## Supply Administration

The Supply Administration is organized into three services: Science and Engineering Procurement, Commercial Supply, and Corporate Management. Collectively they provide to departments and agencies a variety of services which include: requirements definition, science and engineering acquisition, commercial acquisition, maintenance and repair, warehousing, traffic management, assets management, stocked item supply, security, and printing services.

## Science and Engineering Procurement Service

This service is engaged primarily in the procurement of items of a complex and often unique nature such as aircraft, ships, and electronic equipment (including electronic data processing). It is this service that has been made responsible for implementing the government policy of contracting research and development requirements to the private sector. Also included in this service is the secretariat for the Canadian Commercial Corporation which is responsible for assisting Canadian industry in selling to foreign governments.

## Commercial Supply Service

This service is involved mainly in commercial type commodities: vehicles, pharmaceuticals, furniture, typewriters, etc. In addition to the central purchasing operation, under the Field Operations Branch there are seven regional offices and eight district offices (including two in Europe).

Printing and Publishing (i.e. in-house print production as well as that contracted out to the private sector) also is included in this service. Printing for both Houses of Parliament is one of the important functions of the Printing Service.

Warehousing, distribution, maintenance, and repair are also responsibilities of the Commercial Supply Service. Also included is traffic management which arranges travel, accommodation and removal for public servants as well as auditing those aspects of contracts where freight costs are involved. The Security Services Branch also falls under the direction of the Commercial Supply Service.

## Corporate Management Service

This service exerts its main influence in the fields of central planning, policy formulation, supply systems development, research, and supply audit for the Supply Administration as a whole. It also contributes indirectly to the other services through the development of specifications and standards, quality determination, cataloguing, and data processing services. In addition, it is responsible for certain contractual advisory services, and management of production assets. Customer and supplier relations also come under this service and much importance is placed on maintaining good relations with industry with respect to purchasing policies.

## Services Administration

The Services Administration is responsible for a broad range of management and administrative services to the government as a whole and to other departments and agencies.

Acting on behalf of the Receiver General for Canada in accordance with the *Financial Administration Act*, the Services Administration is responsible for making all payments from the Consolidated Revenue Fund, reconciling paid cheques and other instruments, maintaining the central fiscal accounts of Canada and preparing the annual Public Accounts for presentation to the House of Commons by the Minister of Finance.

It also provides management and advisory services in the areas of management consulting, audit, and computing. It provides administrative services in connection with pay, pensions and other employee benefits as well as financial management and statistical reports to other departments of government. It also provides a variety of other accounting and administrative services.

The Administration comprises two sectors: Operational Services, Management Services.



## Operational Services

This sector is responsible for administering the Public Service pay payroll; the Superannuation and other employee benefit plans; the Public and Fiscal Accounts of Canada; the financial management reporting services to government departments and agencies; and the issuance of Receiver General cheques.

Operational Services carries out its responsibilities through five branches.

The Payments Services Branch is responsible for the development of policy, procedures and systems required to effect all cheque disbursements, other than compensation, for the Government of Canada.

The Compensation Services Branch administers the *Public Service Superannuation Act*, public payroll services, and various employee benefit plans.

The Government of Canada Accounting Branch is responsible for the *Public and Fiscal Accounts of Canada*, the reconciliation of all government cheques and the production of financial reports for the departments and agencies of government.

The Operations Branch, with functional direction from the three branches already mentioned, executes the services of the Operational Services sector through its field offices across Canada.

The Data Processing Branch provides data processing services in support of the programs carried out by the sector.

## Management Services

This sector is responsible for three bureaux which provide professional and advisory management, and computer services.

The Audit Services Bureau provides a wide range of professional auditing services to departments and agencies of government on request. It is one of the largest organizations of its kind in Canada, with offices located in 12 centres across Canada and one in London, England. The bureau audits government contracts (where the determination of contract costs and the evaluation of contractors' cost projections and budgets is required), cost-sharing agreements with the provinces, subsidies, subventions and grants programs. The bureau also performs internal and operational audits of government departments and agencies on a contract basis.

The Bureau of Management Consulting offers broad consulting services: organization analyses, financial management, accounting, data processing, feasibility studies, personnel consulting services, operational research, operations and methods studies, and space planning studies to government departments. These services are provided to departments and agencies of government in Canada on a fee-for-service basis.

The Advisory Bureau for Computing provides advisory services in the field of electronic data processing to government departments and agencies. In addition, it operates Personnel Applications Centre which has responsibility for the government's central personnel records system and the Official Languages Information System.



### **Regional Offices — Supply Administration**

Atlantic Region  
Morris Drive  
P.O. Box 3000, Main P.O.  
Dartmouth, N.S.  
B2Y 4A8

Québec Region  
800 Golf Road  
Nun's Island  
Montréal, Qué.  
H3E 1G9

Ontario Region  
1191 Cawthra Road  
Port Credit, Ont.  
L5G 4K8

Capital Region  
1010 Somerset Street West  
Ottawa, Ont.  
K1A 0T4

Manitoba Region  
1580 Dublin Avenue  
Winnipeg, Man.  
R3E 3J2

Western Region  
10210-107th Street  
Edmonton, Alta.  
T5J 1J9

Pacific Region  
355 Viking Way  
Richmond, B.C.  
V5W 1W6

### **Regional Offices — Services Administration**

Atlantic Region  
P.O. Box 1659  
Halifax, N.S.  
B3J 2Z9

Québec Region  
1010 de La Gauchetière Street West  
Montréal, Qué.  
H3B 2R5

Ontario Region  
480 University Avenue  
Toronto, Ont.  
M5G 1V5

Capital Region  
400 Cumberland Street  
Ottawa, Ont.  
K1A 0S5

Manitoba-Saskatchewan Region  
344 Edmonton Street  
Winnipeg, Man.  
R3B 2Y1

Alberta Region  
9820, 107th Street  
Edmonton, Alta.  
T5K 1E9

Pacific Region  
325 Granville Street  
Vancouver, B.C.  
V6C 1S6

**Additional Information** — from the chief, media relations and documentation.

**Parliamentary Committee** — Standing Committee on Miscellaneous Estimates.

**Auditor** — Auditor General of Canada.

## **Statutes**

The Minister is responsible for administering the:

*Canadian Commercial Corporation Act* (RSC 1970 c. C-6)  
*Defence Production Act* (RSC 1970 c. D-2) as amended  
*Department of Supply and Services Act* (RSC 1970 c. S-18)  
*Public Service Superannuation Act* (RSC 1970 c. P-36) as amended  
*Royal Canadian Mint Act* (RSC 1970 c. R-8)  
*Surplus Crown Assets Act* (RSC 1970 c. S-20)  
*Trading With The Enemy (Transitional Powers) Act* (SC 1947 c. 24) as amended

# Canadian Arsenals Limited

## Head Office

5 Montée des Arsenaux  
Ville de Le Gardeur  
(St-Paul l'Ermite)  
Québec  
J5Z 2P4

## Minister

Minister of Supply and Services

## Board of Directors

Chairman of the Board, Pierre MacDonald	Montreal (Qué)
Directors	
Yvan Allaire	Montreal (Qué)
Laurent A. Bergeron	Montreal (Qué)
Jean Fafard	Montreal (Qué)
Jean-Louis Lebel	Calgary (Alta)
P. Douglas Scanlan	Toronto (Ont)
Jeannine Guillevin Wood	Montreal (Qué)

## Principal Officers

President and Chief Executive Officer	Laurent A. Bergeron
Vice-President Administration	Raymond Toulouse
Vice-President Operations	Roger Borduas
Vice-President, Research and Development	Robert M. Ferguson
Controller	Arthur Emond
Interim Corporate Secretary	Pierre Groulx

## Historical Background

Canadian Arsenals Limited was established 20 September 1945, under Part 1 of the Companies Act as a result of government acceptance of the recommendations of the Joint Arsenals Planning Board. The Company, a Crown corporation, is designated as an agency corporation (Schedule C) within the meaning and purpose of the *Financial Administration Act*. The Company is an agent of Her Majesty.

## Overall Responsibilities

The company acquired the best of each type of wartime munitions plant and retained sufficient skilled personnel, techniques, equipment and tools in order to maintain an efficient Canadian manufacturing capability for certain military materiel for Canadian defence needs. These plants, in addition to supplying normal peace-time requirements of munitions which civilian industry could not ordinarily be called upon to produce, would also form the base from which production capacity could be expanded in the event of war. At Ville de Le Gardeur (St-Paul l'Ermite) operating center, artillery ammunition, mines, bombs, grenades, rockets, and other specialities up to torpedo warheads are filled and assembled.

The duties of the company include the:

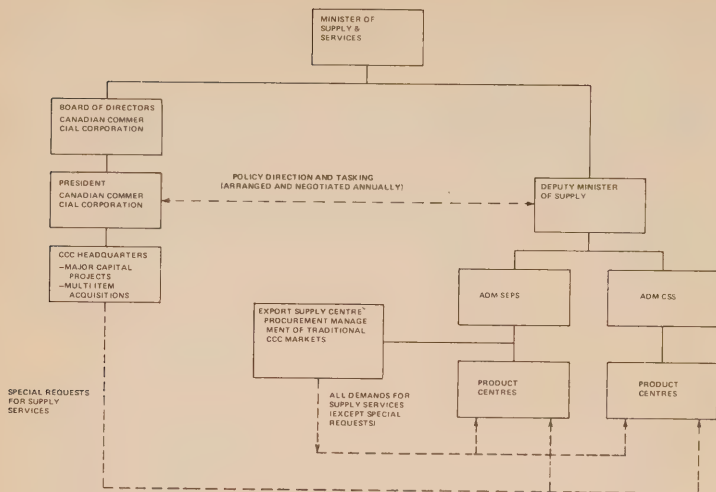
- (a) manufacturing of specified materiel to meet the planned requirement of the Department of National Defence and sales to foreign governments through the Canadian Commercial Corporation, and the manufacturing of specialized materiel for sale commercially;
- (b) development of new military equipment carried out to the requirements of the Canadian Armed Forces;
- (c) development and planning of manufacturing processes in keeping with scientific and technological development and the maintenance of an efficient manufacturing capacity;
- (d) conservation of production records; and
- (e) maintenance of the special skills related to the above functions which are not normally retained in industry.

**Additional Information** — may be obtained from the Secretary at head office.

**Parliamentary Committee** — Standing Committee on Miscellaneous Estimates.

**Auditor** — Auditor General of Canada.

# Canadian Commercial Corporation



# Canadian Commercial Corporation

## Head Office

7th Floor,  
Place du Portage, Phase III  
Hull, Quebec

## Mailing Address

110 O'Connor Street  
Ottawa, K1A 0S6

## Minister

Minister of Supply and Services

## Board Of Directors

Chairman	Roland Giroux, Chairman, Consolidated-Bathurst, Montreal, Quebec
President and Chief Executive Officer	Ralph L. Gillen

## Other Directors

A.W. Allan	(Assistant Deputy Minister, Department of Supply and Services)
Sonja Bata	(Director of Bata Ltd., Don Mills, Ontario)
John Bruk	(President and Chief Executive Officer, Cyprus Anvil Mining Corporation, Vancouver, B.C.)
C.T. Charland	(Assistant Deputy Minister, Trade Commissioner Service and International Marketing, Department of Industry, Trade and Commerce)
John H. Dickey, Q.C.	(Partner in McInnes, Cooper and Robertson and President, Nova Scotia Pulp Ltd., Halifax, N.S.)
Angus A. MacNaughton	(Vice Chairman and Chief Executive Officer, Genstar Limited, Montreal, Quebec)
Peter N.T. Widdrington	(President and Chief Executive Officer, John Labatt Ltd., London, Ontario)

## Principal Officers

General Manager	J.G. Nadon
Legal Advisor	G.T. Trotman
Comptroller	E.T. Kennedy
Secretary	T.M. Coghlan

## Historical Background

The Canadian Commercial Corporation (CCC) was established in 1947 by the *Canadian Commercial Corporation Act* (now RSC 1970 c. C-6). Initially, it assumed the undertakings of the then Canadian Export Board covering procurement in Canada of goods and services on behalf of foreign governments and United Nations relief agencies.

In 1947, responsibility for procurement of the requirements of the Department of National Defence was transferred from the Department of Reconstruction and Supply to the Corporation, which fulfilled these additional functions until the formation of the Department of Defence Production in 1951. In 1963, the staff of the Corporation was integrated with that of the Department of Defence Production (now Department of Supply and Services) which provided all the management and services required by the Corporation.

In June 1976, a revised role for the Canadian Commercial Corporation was agreed upon by the Canadian Government. This was the endorsement of the use of the Canadian Commercial Corporation, in co-operation with the private sector, as an effective means of facilitating Canadian export trade. In particular, this new role, in close co-operation with other government departments, was intended to facilitate Turnkey projects and Multi-item Acquisitions by means of government-to-government contracts.

A new Board of Directors was appointed in April 1978, with majority representation from the private sector. On July 1, 1978, the Corporation established corporate headquarters independent of the Department of Supply and Services. The appointment of a new president from the private sector, effective October 1, 1978, completed the restructuring necessary for implementation of the new CCC's role in major capital projects abroad.

### **Overall Responsibilities**

The main functions of the Corporation as set out in the Act are:

- (a) to assist in the development of trade between Canada and other nations;
- (b) to assist persons in Canada in obtaining goods and commodities from outside; and
- (c) to dispose of goods and commodities that are available for export from Canada.

In implementing its new responsibilities under the Act and in fulfilling its new role, the Corporation complements the efforts of Canadian firms by assisting them to compete in the international market. CCC acts as prime contractor in government-to-government contracts for capital installations or multi-item packages. The Corporation becomes involved at the request either of a client government wishing to deal on a government-to-government basis, or of a private firm or consortium when government involvement is deemed desirable or essential in winning a contract.

In its role as prime contractor, CCC will undertake the contract management responsibility for projects in which it is involved, in order to protect the interest of the Canadian Government. At the same time, it will maximize private sector participation and provide whatever assistance is required in prequalification, consortia coordination, follow-through activities, negotiation, contracting, contract management, and contract release.

The Corporation continues to provide its traditional procurement services by arrangement with the Export Supply Centre in the Department of Supply and Services. In this activity, the Corporation acts primarily as the contracting agency when other countries and international agencies wish to purchase supplies and services from Canada on a government-to-government basis.

This Crown Corporation is designated as an agency corporation (Schedule C within the meaning and purpose of the *Financial Administration Act*. The Corporation is an agent of Her Majesty.

### **Organization**

Executive control is vested in the Board of Directors, reporting to the Minister. The President is Chief Executive Officer, supported by the General Manager. The Finance, Operations, Administration and Planning and Liaison Branches make up the operational corporate structure.

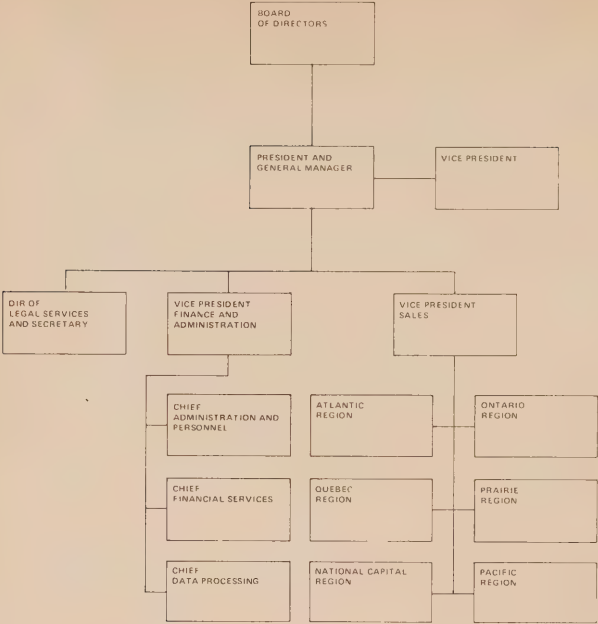
**Additional Information** — may be obtained from the General Manager.

**Parliamentary Committee** — Standing Committee on Miscellaneous Estimates.

**Auditor** — Auditor General of Canada.







# Crown Assets Disposal Corporation

## Head Office

450 Rideau Street  
4th Floor  
Ottawa, Ontario  
K1N 5Z4

## Mailing Address

P.O. Box 8451  
Ottawa, Ontario  
K1G 3J8

## Minister

Minister of Supply and Services

## Board of Directors

Chairman, Claudette Nadeau (8/81)	(President and General Manager, CADC)
Gerald A. Berger (11/80)	(ADM, Supply and Services Canada)
Jacques M. DesRoches (5/79)	(DM [Supply] Supply and Services Canada)
Lewis G. Crutchlow (7/78)	(ADM, Dept. of National Defence)
Jacques-Y. Ranger (2/80)	(Director, Executive Program, Public Service Commission)
Louis-Raymond Daoust (6/79)	(President & General Manager, Librairie Beauchemin Ltée)
Brian C. Ducharme (6/79)	(Lawyer, Mullins & Mullins, Barristers & Solicitors)

## Principal Officers

President and General Manager .....	Claudette Nadeau
Vice-president .....	Gerald A. Berger

## Historical Background

Crown Assets Disposal Corporation is successor to War Assets Corporation which was created by the *Surplus Crown Assets Act* of 1944 (now RSC 1970 c. 5-20, sec. 6[1]). In 1949, the Act was amended in order to establish the present corporation. CADC, a Crown corporation, is designated as an agency corporation (Schedule C) within the meaning and purpose of the *Financial Administration Act*. CADC is an agent of Her Majesty.

## Overall Responsibilities

The Corporation provides a specialized sales service to government departments and certain agencies and Crown companies in the disposal of their surplus goods located in Canada and abroad. It acts as agent for the United States, British and other governments in the sale of their surplus assets located in Canada, and has arrangements with a number of European governments for the disposal of Canadian military surplus located in their countries.

## Organization and Programs

The Corporation operates in much the same way as a private company. Executive control is vested in a board of directors of which the president and general manager is chairman. Sales, accounting, administrative direction and services are provided by Head Office in Ottawa. Six Regional Sales Offices conduct the sale of general surplus assets located in their respective territories and provide assistance to Head Office in the sale of specialized equipment.

The Corporation is self-sustaining and meets the cost of administrative expenses through fees fixed annually by Governor-in-Council. Net proceeds of sales, excluding sales made on behalf of certain agencies and foreign governments, are remitted to the Receiver General.

### **Regional Sales Offices**

The regional offices conduct sales of surplus within the areas indicated:

Atlantic Region  
2 Morris Drive  
Dartmouth, Nova Scotia  
B3B 1K8

Quebec Region  
300 Notre-Dame Street  
Ville St-Pierre, Quebec  
H3R 3Z6

National Capital Region  
25 Bently Avenue  
P.O. Box 8750  
Ottawa, Ontario  
K1G 3J1

Ontario Region  
1191 Cawthra Road  
Mississauga, Ontario  
L5G 4K8

Prairie Region  
10645 Jasper Avenue  
Edmonton, Alberta  
T5J 2A1

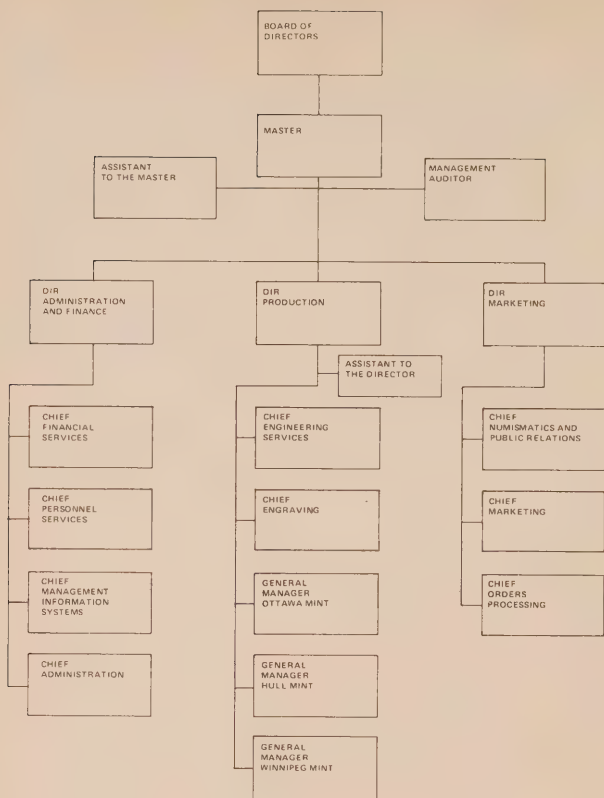
Pacific Region  
4050 West 4th Avenue  
Vancouver, British Columbia  
V6R 1P7

**Additional Information** — from the President and General Manager at Head Office.

**Parliamentary Committee** — the budget of the CADC is not reviewed in Parliament as it is not supported by public funds.

**Auditor** — Auditor General of Canada.





# Royal Canadian Mint

## Head Office

355 River Road  
6th Floor, Tower 'B'  
Vanier, Ontario  
K1A 0G8

## Minister

Minister of Supply and Services

## Members of the Board

Chairman, Jacques M. DesRoches, Deputy Minister (Supply), Department  
of Supply and Services ..... Ottawa, Ont.

### Other Members

William A. Kennett (Dept. of Finance) ..... Ottawa, Ont.

Jean-Paul Drolet, (Dept. of Energy, Mines  
and Resources) ..... Ottawa, Ont.

Bruno Meloche ..... Montréal, Qué.

John A. Schimnowski ..... Winnipeg, Man.

Mrs. L. Duchesneau-McLachlan ..... North Bay, Ont.

## Principal Officer

Master ..... Yvon Gariépy

## Historical Background

The Ottawa Mint was established originally in 1908 by Royal Proclamation as a branch of the Royal Mint, London, under the provisions of the *United Kingdom Coinage Act*. In 1931, the Mint was established under statute as a branch of the Department of Finance. Then, in 1969, the Mint was established as a Crown corporation under Part X of the *Government Organization Act*, 1969 ( now the *Royal Canadian Mint Act* RSC 1970 c.R-8).

The Mint, a Crown corporation, is designated as an agency corporation (Schedule C) within the meaning and purpose of the *Financial Administration Act* (RSC 1970 c. F-10). The Master, officers, and employees of the Mint are not part of the Public Service of Canada but shall be deemed to be employed in the Public Service of Canada for the purpose of the *Government Employees' Compensation Act* and any regulations made pursuant to Section 7 of the *Aeronautics Act*. Also, the Mint is deemed to be a Public Service Corporation for the purpose of the *Public Service Super-annuation Act*. The Mint is an agent of Her Majesty.

## Overall Responsibilities

Section 4 of the Act authorizes the Mint:

- (a) "to produce and arrange for the production and supply of coins of the currency of Canada;
- (b) to produce coins of currency of countries other than Canada;
- (c) to melt, assay and refine gold, silver and other metals;
- (d) to buy and sell gold, silver and other metals;
- (e) to assay, refine, store and otherwise deal with gold, silver and other metals for the account of Her Majesty or others;
- (f) to prepare and store shipments of coin, gold, silver and other metals and to move such shipments to or from the Mint;



- (g) to make medals, plaques and other devices; and
- (h) to do all such other things as are incidental or conducive to the attainment of the objects and the exercise of the powers of the Mint."

In addition, the Mint may:

- (a) acquire and hold real property or any interest therein and alienate the same at pleasure;
- (b) enter into contracts in its own name or in the name of Her Majesty; and
- (c) make grants in lieu of taxes to any municipality in Canada in amounts not exceeding the taxes that might be levied by that municipality in respect of real property under the control, management or administration of the Mint if the Mint were not an agent of Her Majesty (SC 1968-69, c.28, s.73).

## Organization and Programs

The Head Office, located in Vanier, is concerned essentially with overall management and control, the development of corporate policies and planning, and the provision of common services to the three Mints.

## Coins

All coins of the currency of Canada that are produced at the Mint or supplied by the Mint are delivered to the Minister of Finance or his designate. The Mint stores and ships coins of the currency of Canada as instructed by the Minister of Finance. All amounts received from the issue of Canadian currency coins for circulation in Canada are paid into the Consolidated Revenue Fund.

### Branch Offices

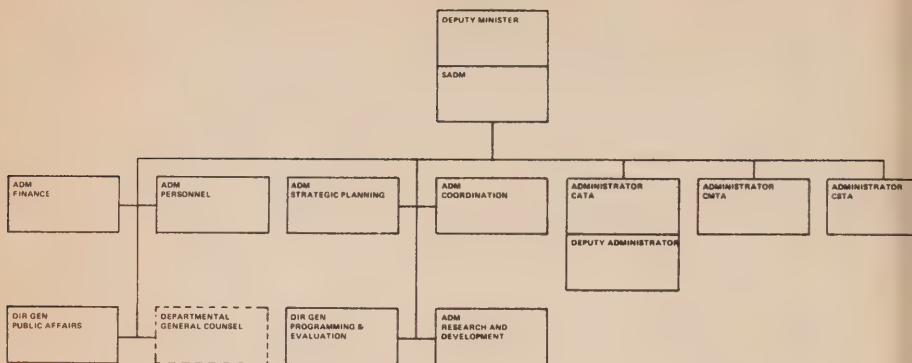
Hull Mint  
Sacré-Coeur Blvd.  
Hull, Québec  
K1A 0S7

Ottawa Mint  
320 Sussex Drive  
Ottawa  
K1A 0G8

Winnipeg Mint  
520 Lagimodière Blvd.  
Winnipeg, Manitoba  
R2J 3E7



# Department of Transport



# Department of Transport

## Head Office

Transport Canada Building  
Place de Ville  
Ottawa, Ontario  
K1A 0N5

## Minister

Minister of Transport

## Principal Officers

Deputy Minister .....	Sylvain Cloutier
Senior Assistant Deputy Minister .....	S.D. Cameron
Administrator	
Canadian Air Transportation Administration .....	W.M. McLeish
Canadian Marine Transportation Administration .....	G.M. Sinclair
Canadian Surface Transportation Administration .....	J.R. Giroux
Assistant Deputy Minister	
Coordination .....	J.L. Charron
Strategic Planning .....	N.G. Mulder
Research and Development .....	P.H. Aykroyd
Personnel .....	T.J. Wilkins
Finance .....	G.R. MacGougan
Director General Programming and Evaluation .....	H.F. Protheroe
Departmental General Counsel .....	A. Garneau
Director General Public Affairs .....	I.B. Macdonald

## Historical Background

The Department of Transport was established in 1936 by the *Department of Transport Act* (now RSC 1970 c. T-15). The 1936 Act amalgamated the functions of the Department of Railways and Canals, the Department of Marine, and the Civil Aviation Branch of the Department of National Defence.

## Overall Responsibilities

The Minister of Transport has jurisdiction over all government railways and canals (except the Trent and Rideau canals). This involves the management and direction of the personnel they employ, the works and property that come under their control and any of the tolls levied in the use of public canals.

The Minister has and may exercise the same powers vested in the Minister of Marine and those powers related to civil aviation vested in the Minister of National Defence prior to November 2, 1936, and the powers vested in him by any other applicable acts and regulations.

The complete control, regulation, management and supervision of specific public bodies, services and properties of the Crown is assigned or designated to the Minister by the Governor-in-Council.

## Organization and Programs

The major elements of the present organizational structure of Transport Canada include three sectors, a Coordination Group, and six Crown corporations.

The composition and general role of each sector is as follows: the Operations Sector, composed of the Air, Marine and Surface Administrations, provides the Department with its operational core in support of aeronautics, marine and surface transportation; the Planning and Development Sector, composed of the Strategic Planning, Research and Development, and Programming and Evaluation Groups, provides the Department with a systematic long term planning capability; and the Services Sector, composed of the Personnel, Finance, Legal and Public Affairs Groups, provides a comprehensive personnel, finance, legal and public affairs function.

The Coordination Group is the newest addition to the organization of Transport Canada and it provides a bridge between the Operations and the Planning and Development Sectors.

Six Crown corporations operate within the ambit of the Canadian Marine Transportation Administration, they are as follows: the St. Lawrence Seaway Authority; the Atlantic Pilotage Authority; the Laurentian Pilotage Authority; the Great Lakes Pilotage Authority; the Pacific Pilotage Authority; and the National Harbours Board (it is proposed that a Canadian Ports Commission replace the National Harbours Board).

## Operations Sector

### Canadian Air Transportation Administration

This Administration directs the management of all the operational, developmental and regulatory activities of Transport Canada in support of aeronautics and administers Part I of the *Aeronautics Act*.

### Regional Offices of the Canadian Air Transportation Administration

#### Atlantic Region

P.O. Box 42  
Moncton, New Brunswick  
E1C 8K6

#### Quebec Region

P.O. Box 5000  
Montreal International Airport  
Dorval, Quebec  
H4Y 1B9

#### Ontario Region

4900 Yonge St., Suite 300  
Willowdale, Ontario  
M2N 6A5

#### Central Region

P.O. Box 8550  
Winnipeg, Manitoba  
R3C 0P6

#### Western Region

Federal Bldg.  
9820-107th St.  
Edmonton, Alberta  
T5K 1G3

#### Pacific Region

739 West Hastings St.  
Vancouver, British Columbia  
V6C 1A2

### Canadian Marine Transportation Administration

This Administration directs the formulation and implementation of marine policies and programs and the management of all operational, developmental and regulatory activities of Transport Canada in support of marine transportation and the development of ports and marine commerce in Canada.

## **Regional Offices of the Canadian Coast Guard**

### **Maritimes Region**

P.O. Box 1013  
Dartmouth, Nova Scotia  
B2Y 3Z7

### **Newfoundland Region**

P.O. Box 1300  
St. John's, Newfoundland  
A1C 5N5

### **Central Region**

Toronto Star Building  
1 Yonge St.  
20th Floor,  
Toronto, Ontario  
M5E 1E5

### **Laurentian Region**

2 Place Quebec  
Rm. 212  
Quebec, Quebec  
G1R 2B5

### **Western Region**

Box 10060, Pacific Centre  
700 West Georgia St.  
Vancouver, British Columbia  
V7Y 1E1

## **Canadian Surface Transportation Administration**

This Administration directs the formulation and implementation of surface transportation policies and programs and the management of all operational, developmental and regulatory activities of Transport Canada in support of railways, urban transportation, motor vehicle safety, highways and ferries.

## **Coordination Group**

This Group coordinates, develops and advises on departmental policy and maintains intergovernmental, interdepartmental and other external relations related to the current operations and activities of Transport Canada.

## **Planning and Development Sector**

### **Strategic Planning Group**

This Group provides overall guidance for strategic planning in Transport Canada, directs the conduct of longer term multimodal planning to determine future transportation opportunities and issues and develops appropriate objectives, policies, strategies and other changes to meet them.

### **Research and Development Group**

This Group directs the overall planning and implementation of Transport Canada scientific research and development programs, and monitors, coordinates and influences the conduct of all transport related research and development, and demonstration projects conducted by federal departments.

### **Programming and Evaluation Group**

This Group facilitates the management of the total Transport Program through the planning and direction of evaluations of departmental policies, programs and activities, and through the integration and coordination of the programming functions of the various administrations and groups in Transport Canada.

## Services Sector

### Personnel Group

This Group plans and directs the development and implementation of departmental personnel policies and programs to ensure the effective utilization of manpower resources throughout Transport Canada.

### Finance Group

This Group provides Transport Canada with systems of financial management, materiel management, contract review and administrative and computer services and provides advice and guidance on financial matters affecting the Department.

### Legal Group

This Group is composed of lawyers seconded to Transport Canada from the Department of Justice. They provide legal services to the Department in respect of all federal statutes administered by the Minister of Transport and advise Transport Canada group heads in respect of their day-to-day operations and legal questions arising in the broad context of the development of policy in the Department.

### Public Affairs Group

This Group advises Transport Canada officials on all public affairs matters, establishes policies, procedures and standards for all departmental publications and audiovisual products and directs the coordination of ministerial liaison and the public affairs plan.

**Additional Information** — may be obtained by writing to the Director General of public affairs.

**Parliamentary Committee** — Standing Committee on Transport and Communications.

**Auditor** — Auditor General of Canada.

### Statutes

The Minister administers the following statutes:

*Aeronautics Act* (RSC 1970 c. A-3)

*Air Canada Act* (RSC 1970 c. A-11)

*Arctic Waters Pollution Prevention Act* (RSC 1970 c. 2 [1st Supp.] sections 5(2), 6(2), 8(1)(d), 13(1), 14(1))

*Atlantic Region Freight Assistance Act* (RSC 1970 c. A-18 as amended)

*Belleville Harbour Commissioners Act* (SC 1952 c. 34)

*Canada Shipping Act* (RSC 1970 c. S-9)

*Canadian National Montreal Terminals Act* (SC 1929 c. 12, sections 7, 9, 11)

*Canadian National Railways Act* (RSC 1970 c. C-10)

*Canadian National Railways Capital Revision Act* (RSC 1952 c. 311) as amended

*Canadian National Railways Financing and Guarantee Act* (SC 1970-71-72 c. 17)

*Canadian National Railways Refunding Act* (SC 1955 c.31, sections 5, 7)

*Canadian National Steamship Act, 1927 (West Indies)* (SC 1927 c.29)

*Canadian National Toronto Terminals Act* (SC 1960 c.26)

*Canadian Overseas Telecommunications Corporation Act* (RSC 1970 c. C-11)

*CNR Branch Line* (SC 1960-61 c.56)

*CNR Branch Line* (SC 1966-67 c.15)

*CNR Branch Line* (SC 1966-67 c.35)



*CNR Line* (SC 1968-69 c.3)  
*Crows Nest Pass Agreement* (SC 1897 c.5) as amended  
*Department of Transport Act* (RSC 1970 c. T-15)  
*Ferries Act* (RSC 1970 c. F-8)  
*Government Harbours and Piers Act* (RSC 1970 c. G-9)  
*Government Railways Act* (RSC 1970 c. G-11)  
*Hamilton Harbour Commissioners Act* (SC 1912 c. 98) as amended  
*Harbour Commissions Act* (RSC 1970 c. H-1)  
*Intercolonial Railway and P.E.I. Railway Employees' Provident Fund Act* (SC 1907 c.22) as amended  
*Livestock Shipping Act* (RSC 1970 c. L-11)  
*Marine and Aviation War Risks Act* (RSC 1970 c. W-3)  
*Motor Vehicle Tire Safety Act* (RSC 1974-75, 76, c.96)  
*Motor Vehicle Safety Act* (RSC 1970 c.26 [1st Supp.])  
*National Energy Board Act* (RSC 1970 c. N-6, sec. 76) as amended  
*National Harbours Board Act* (RSC 1970 c. N-8) as amended  
*National Transcontinental Railway Act* (SC 1903 c. 71, sec. 22, 28-30) as amended  
*National Transportation Act* (RSC 1970 c. N-17)  
*Navigable Waters Protection Act* (RSC 1970 c. N-19)  
*Ontario Harbours Agreement Act* (SC 1963 c.39)  
*Passenger Tickets Act* (RSC 1970 c. P-3, secs. 2,4,7,8)  
*Pilotage Act* (SC 1970-71-72 c.52)  
*Railway Act* (RSC 1970 c. R-2)  
*St. Lawrence Seaway Authority Act* (RSC 1970 c. S-1)  
*Teleferry Act* (RSC 1970 c. T-2)  
*Toronto Harbour Commissioners Act* (SC 1911 c.26)  
*Transport Act* (RSC 1970 c. T-14)  
*Trenton Harbour Act* (SC 1936 c.34)

The Minister has an interest in the following statutes as certain aspects of the subject matter relate to transportation:

*Bills of Lading Act* (RSC 1970 c. B-6)  
*Bridges Act* (RSC 1970 c. B-10)  
*Canada Grain Act* (RSC 1970-71-72, c.7)  
*Canada Wheat Board* (RSC 1970, c. C-12)  
*Carriage by Air Act* (RSC 1970 c. C-14)  
*Carriage of Goods by Water Act* (RSC 1970 c. C-15)  
*Foreign Aircraft Third Party Damage Act* (RSC 1970 c. F-28)  
*Government Property Traffic Act* (RSC 1970 c. G-10)  
*Government Vessels Discipline Act* (RSC 1970 c. G-12)  
*International Rapids Power Development Act* (RSC 1952 c. 157) as amended  
*Maritime Freight Rates Act* (RSC 1970 c. M-3, sec. 8)  
*Motor Vehicle Transport Act* (RSC 1970 c. M-14)  
*Railway Relocation and Crossing Act*  
*United States Wreckers Act* (RSC 1970 c. U-4)  
*Winnipeg and St. Boniface Harbour Commissioners Act* (SC 1912 c. 55) as amended  
*Winnipeg Terminals Act* (SC 1907 c.52) as amended

# Air Canada

## Head Office

1 Place Ville Marie  
Montreal, Quebec  
H3B 3P7

## Minister Designated

Minister of Transport

## Board of Directors

Pierre Taschereau, Q.C. (Chairman)	Montreal, Que.
Claude I. Taylor (President & Chief Executive Officer)	Montreal, Que.
G.F. Francolini .....	Tillsonburg, Ont.
W.T. Molloy .....	Saskatoon, Sask.
Jacques Bock .....	Montreal, Que.
L.C.L. Jolivet .....	Vancouver, B.C.
J.F. Cruikshank .....	Lower Sackville, N.S.
Ross F. Phillips .....	Calgary, Alta.
W.R. Allen, Q.C. ....	Toronto, Ont.
André Monast, Q.C. ....	Quebec, Que.
Milton E. Harris .....	Toronto, Ont.
Prof. Lorna R. Marsden .....	Toronto, Ont.

## Principal Officers

Chairman of the Board .....	Pierre Taschereau
President and Chief Executive Officer .....	Claude I. Taylor
Senior Vice Presidents	
Special Advisor to the President	Maurice d'Amours
Corporate Services .....	Ralph T. Vaughan
Technical Services .....	Lyle M. Raverty
Vice Presidents	
Maintenance	Arthur D. Bone
Public Affairs	Jean E. Douville
Personnel .....	F. Charles Eyre
Purchasing & Supply	Bernard A. Gillies
Fleet Planning .....	Clayton H. Glenn
Sales and Service .....	John W. McGill
Marketing & Operations Planning	John R. McMurtry
Finance .....	William J. Reid
Flight Operations .....	Charles H. Simpson
Business Planning	Howard J.G. Whitton
European Region (London, Eng.) .....	David Bryce-Buchanan
Central Region (Toronto, Ont.) .....	John M. Callen
Eastern Region (Montreal, Que.) .....	Pierre J. Jeannot
U.S. and Southern Region (New York, N.Y.) .....	J. Patrick Labrie
Western Region (Vancouver, B.C.) .....	N. Duncan Lang
Atlantic Canada Region (Halifax, N.S.) .....	Roger W. Linder
Secretary of the Company .....	L. Cameron DesBois
General Counsel .....	Ian E. McPherson
Treasurer .....	André Saint-Denis
Controller .....	William J. Brooks

## Historical Background

Air Canada was incorporated by the *Air Canada Act* (RSC 1970 c. A-11) and was reorganized under the *Air Canada Act*, 1977 which repealed the former Act. The company provides publicly-owned air transportation services within and outside Canada. Its common shares are registered to the Minister of Finance and are held by him in trust for Her Majesty in right of Canada. Air Canada, a Crown corporation, is designated a proprietary corporation (Schedule D) within the meaning and purpose of the *Financial Administration Act*. It is not an agent of the Crown.

## Overall Responsibilities

Air Canada provides passenger, mail and air cargo service and operates door-to-door package delivery services. Its aircraft serve all provincial capitals and major business and commercial centres of Canada as well as providing airline service to points in the United States, Great Britain, Ireland, France, Germany, Switzerland, Denmark, Bermuda, the Bahamas, Antigua, Barbados, Jamaica and Trinidad.

# Atlantic Pilotage Authority

## Head Office

Bank of Montreal Tower  
5151 George Street  
Halifax, N.S.  
B3J 1M5

## Minister

Minister of Transport

## Members of the Board

Chairman, Captain Allan Douglas Latter (12/82)

... Dartmouth, N.S.

### Other Members

Gerald E. Simmons .....

Dartmouth, N.S.

Captain Douglas R. Bell

Petite Riviere, N.S.

Gerald F. Elkin .....

Saint John, N.B.

Royce W. Anderson .....

Newcastle, N.B.

Russell Ching .....

Souris, P.E.I.

Captain Thomas H. Goodyear ....

St. John's, Nfld.

## Principal Officer

Chief Executive Officer

A.D. Latter

## Historical Background

The Atlantic Pilotage Authority was established under the *Pilotage Act* (SC 1970-71-72 c. 52, as amended).

## Overall Responsibilities

The authority establishes, operates, maintains, and administers a pilotage service within all Canadian waters in and around the Provinces of Nova Scotia, Prince Edward Island, Newfoundland, and New Brunswick including the waters of Chaleur Bay in the Province of Québec, south of Cap d'Espoir in latitude 48 degrees 25 minutes 08 seconds N., longitude 64 degrees 19 minutes 06 seconds W.

## Regional Offices

There is one manager in Saint John, N.B.

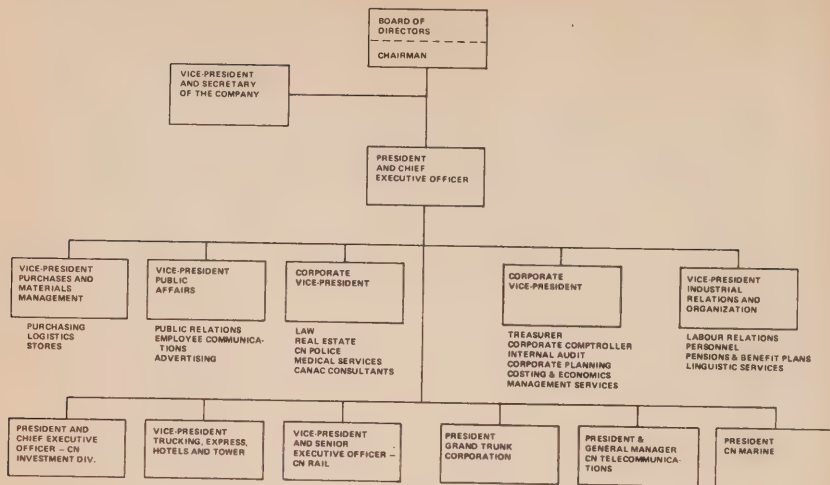
**Additional Information** — may be obtained by writing to Head Office.

**Parliamentary Committee** — Standing Committees on Miscellaneous Estimates, and Transport and Communications.

**Auditor** — Auditor General of Canada.



# Canadian National Railways



# Canadian National Railways

## Head Office

935 de La Gauchetière Street, West  
Montréal, Québec

## Mailing Office

P.O. Box 8100  
Montréal, Québec  
H3C 3N4

## Minister Designated

Minister of Transport

## Board of Directors

Chairman, Jacques A. Dextraze (9/80) ..... Ottawa, Ont.

### Other Members

Robert A. Bandeen (1/79) .....	Montréal, Québec
Pierre Des Marais II (4/76) .....	Montréal, Québec
Austin E. Hayes (2/80) .....	Halifax, N.S.
James S. Hinds (5/80) .....	Sudbury, Ont.
Lawrence C.L. Jolivet (1/77) .....	Vancouver, B.C.
Charles Kroft (4/79) .....	Winnipeg, Man.
André Monast, Q.C. (2/78) .....	Québec, Québec
Herbert C. Pinder (4/78) .....	Saskatoon, Sask.
Ewart A. Pratt (1/81) .....	St. John's, Nfld.
Fred D. Rosebrugh (7/80) .....	Willowdale, Ont.
William J. Vancise (4/79) .....	Regina, Sask.

## Principal Officers

Chairman of the Board .....	Jacques A. Dextraze
President and Chief Executive Officer .....	Robert A. Bandeen
Corporate Vice-President .....	J. Main Duncan
Corporate Vice-President .....	Jack H. Spicer
Senior Vice-President .....	Alex H. Hart, Q.C.
Vice-President and Secretary of the Company .....	Gerald M. Cooper
Vice-President and Senior Executive Officer .....	Radcliffe R. Latimer
Vice-President and General Counsel, Law .....	Edmond D. Pinsonnault, Q.C.
Vice-Presidents	
CN Marine .....	John Gratwick
Freight Marketing .....	Ronald E. Lawless
Industrial Relations and Organization .....	Keith H. Hunt
Operations .....	Jack L. Cann
Public Affairs .....	Jean G. Cormier
Purchases and Materials Management .....	W. Herbert Bailey
Trucking and Express, Hotels and Tower .....	George Lach
Atlantic Region, Moncton .....	David W. Blair
St. Lawrence Region, Montreal .....	Yvon H. Masse
Great Lakes Region, Toronto .....	A. Raymond Williams
Prairie Region, Winnipeg .....	Ralph J. Hansen
Mountain Region, Edmonton .....	Charles F. Armstrong



Deputy Secretary .....	Leonard A. Fuller
Corporate Comptroller .....	Stewart D.H. Thomas
Treasurer .....	John Cunningham
President and Chief Executive Officer, CN Investment Division .....	Tullio Cedraschi
President and General Manager, CN Telecommunications, Toronto .....	Anthony J. Kuhr

### Historical Background

The Canadian National Railway Company was incorporated to operate and manage a national system of railways, including the Canadian Northern Railway System, the Canadian Government Railways, and all lines entrusted to it by Order-in-Council. In 1923 the Grand Trunk Railway Company of Canada was amalgamated with the Canadian National Railway Company and since 1923 a number of railway lines and undertakings acquired by the Government have been entrusted to the Company for operation and management, including the Newfoundland Railway and steamship services in 1949, the Témiscouata Railway in 1950, and the Hudson Bay Railway and the Northwest Communications System in 1958. The *Canadian National Railways Act*, 1919, was repealed in 1955 and replaced by the *Canadian National Railways Act* (SC 1955 c.29, now RSC 1970 c. C-10).

The National Railways, a Crown corporation, as defined by the CN-CP Act is designated a proprietary corporation (Schedule D) within the meaning and purpose of the *Financial Administration Act*.

The Canadian National Railway Company is operated and managed by a chairman, a president and chief executive officer, and a board of directors. The chairman and directors are appointed by the Governor-in-Council and the president and chief executive officer by the board of directors.

In 1978, Parliament approved legislation which altered the financial structure of Canadian National. The purpose of the legislation was to make CN's financial structure more comparable with those of other major business corporations, to place the responsibility for its financing more clearly in CN's own hands, and thereby make it more accountable for the success of its operations.

The federal government established VIA Rail Canada Inc. in 1977 as a subsidiary of Canadian National to manage rail passenger services operated by CN and CP Rail. On April 1, 1978, VIA became an independent Crown corporation and assumed responsibility for management of the services.

### Overall Responsibilities

Canadian National is a diversified company formed to operate a national railway system and other transportation and related enterprises. The system comprises Canada's largest railway system, as well as trucking and bus lines, telecommunications services, a chain of hotels, ferries and coastal vessels, a dockyard, and national and international consulting services.

## Organization and Programs

In 1976, Canadian National grouped its major activities into five divisions or profit centres, each headed by a chief executive officer reporting to the president at corporate headquarters.

**CN Rail** — The largest division, CN Rail includes management and marketing of railway freight services in Canada, operation and maintenance of railway facilities (including services provided under contract for VIA Rail Canada Inc. and other CN divisions), and cargo handling companies in which CN has investments.

**Grand Trunk Corporation** — GTC was incorporated in the United States in 1971 as a holding company encompassing three railway companies owned by Canadian National: The Grand Trunk Western Railroad, the Central Vermont Railway and the Duluth, Winnipeg and Pacific Railway. The railways operate in 13 midwest and New England states with connections to adjacent Canadian provinces.

**CN Telecommunications** — CNT began as the railway's telegraph division and has expanded to become a sophisticated communications company offering diversified services to the public and to the business community. Services include business communications, telex, telegraph and public telephone services in Newfoundland and northwest Canada.

**Trucking, Express, Hotels, CN Tower** — The division comprises railway and highway express services, wholly-owned trucking companies, CN hotels in eight major Canadian cities, a summer resort at Jasper, Alberta, and the CN Tower in Toronto, the world's tallest freestanding structure which serves both as a communications vehicle and as a tourist attraction.

**CN Marine** — A subsidiary of Canadian National, CN Marine operates ferry and coastal vessel services in Atlantic Canada on behalf of the federal ministry of transport. Services link Prince Edward Island and New Brunswick, Nova Scotia and New England, Nova Scotia and Newfoundland, and coastal communities in Newfoundland and Labrador. CN Marine also operates the Newfoundland Dockyard in St. John's.

Another important facet of Canadian National operations is CANAC Consultants Ltd., CN's international consulting subsidiary operated in conjunction with Air Canada. The company provides expertise on a contract basis for transportation projects abroad. In 1977, Canaven Ltd. was formed as a CN subsidiary to participate in a consortium for a major railway construction project in Venezuela. Another subsidiary, Canalog Logistics, offers transportation consulting services in North America.

## **Regional Offices**

Atlantic Region  
CN Terminal Building  
1234 Main Street  
Moncton, N.B.  
E1C 1H7

Great Lakes Region  
Union Station  
Toronto, Ont.  
M5J 1E7

Mountain Region  
CN Tower  
10004, 104th Avenue  
Edmonton, Alta.  
T5J 0K2

St. Lawrence Region  
800 Dorchester Street, West  
Montréal, Québec  
H3B 1X9

Prairie Region  
CN Station  
123 Main Street  
Winnipeg, Man.  
R3C 2P8

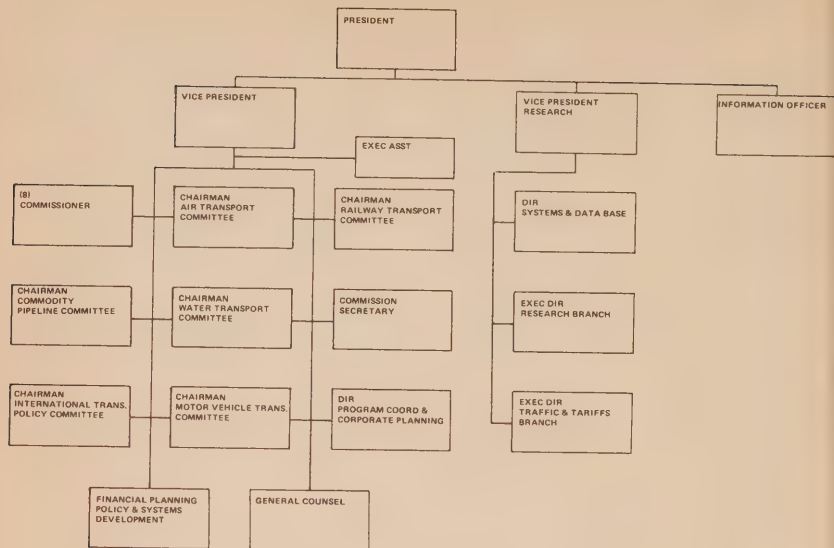
**Additional Information** — to be addressed to the office of the secretary at head office.

**Parliamentary Committee** — Standing Committee on Transport and Communications.

**Auditors** — Coopers & Lybrand, Chartered Accountants.



# Canadian Transport Commission



# Canadian Transport Commission

## Head Officer

Ottawa  
K1A 0N9

## Minister

Minister of Transport

## Members of the Commission

President, The Hon. Edgar John Benson, P.C. (9/82)	Ottawa
Vice-presidents	
Joseph Guy Roger Roberge, Q.C. (Law) (8/81)	Ottawa
Yves Dubé (Research) (6/86)	Ottawa
Committee Chairmen	
Air Transport, John Barrie Glenn Thomson (6/81)	Ottawa
Commodity Pipeline Transport, Frank Guy Lafferty (3/79)	Ottawa
International Transport Policy, Guy Roberge (Pro Tem)	Ottawa
Motor Vehicle Transport, John Arthur Delamare Magee (12/84)	Ottawa
Railway Transport, David Haney Jones, Q.C. (10/87)	Ottawa
Review, Joseph Guy Roger Roberge, Q.C.	Ottawa
Water Transport, John Teaton Gray (6/84)	Ottawa
Other Commissioners	
Malcolm Armstrong (8/86)	Ottawa
Ralph Azzie (12/82)	Ottawa
Anne H. Carver (1/82)	Ottawa
Edward Henry LaBorde (8/83)	Ottawa
Raymond MacDonald March (3/80)	Ottawa
James McDonough (8/87)	Ottawa
Louis René Talbot (9/81)	Ottawa
John Miller Woodard (5/79)	Ottawa

## Principal Officer

Secretary ..... Don Foley

## Historical Background

The Canadian Transport Commission was established on September 19, 1967, pursuant to the *National Transportation Act* (RSC 1970 c. N-17). It is successor to the Board of Transport Commissioners for Canada, the Air Transport Board, and the Canadian Maritime Commission. The Commission is designated as a department within the meaning and purpose of the *Financial Administration Act* (OIC P.C. 1967-1768, 18 Sept 1967).

## Overall Responsibilities

The Commission is required to perform all the regulatory and other functions vested in it by the Act, the *Railway Act*, the *Aeronautics Act*, and the *Transport Act*, and other miscellaneous statutes with the general object of coordinating and harmonizing the operation of all carriers engaged in transport (railways, water, aircraft, extra-provincial motor vehicle undertakings, and commodity pipelines). In addition, the Commission must undertake programs of study and research to achieve the objectives of the National Transportation Policy.

The Commission is a court of record and consists of no more than 17 members who are appointed by the Governor-in-Council for terms not exceeding ten years. For the purpose of performing its duties, the Commission must establish committees consisting of no less than three commissioners each; and any such committee shall, in accordance with the rules and regulations of the Commission, exercise all the powers and duties of the Commission, subject to review by the Commission in certain instances.

Seven such committees have been established. (The names are listed along with each committee chairman at the beginning of the text.)

The General Rules of the Commission, including rules of practice and procedure, were adopted on September 20, 1967, and published in the issue of October 14, 1967, of the *Canada Gazette*. Subsequent amendments to the General Rules were published in the issues of the *Canada Gazette* dated November 16, 1968, December 6, 1969, January 24, 1970, July 11, 1970, February 20, 1971, and March 22, 1972.

### District Offices

The Commission maintains district offices for railway operating and engineering inspections at the following offices:

685 Cathcart Street  
5th Floor  
Montréal, Québec  
H3B 1M7

60 Adelaide Street E.  
4th Floor  
Toronto, Ont.  
M5C 1J8

Canadian Imperial Bank of  
Commerce Building  
201-21st Street East  
7th Floor  
Saskatoon, Sask.  
S7K 3L2

Rocky Mountain Plaza  
615 MacLeod Trail S.E.  
Calgary, Alta.  
T2G 4T8

1222 Main Street  
2nd Floor  
Terminal Plaza Building  
Moncton, N.B.  
E1C 1H6

Federal Building  
33 South Court Street  
P.O. Box 2174  
Postal Station "P"  
Thunder Bay, Ont.  
P7B 5E8

119-190 Smith Street  
Winnipeg, Man.  
R3C 1J8

Bentall One  
17th Floor  
505 Burrard Street  
Vancouver, B.C.  
V7X 1M6

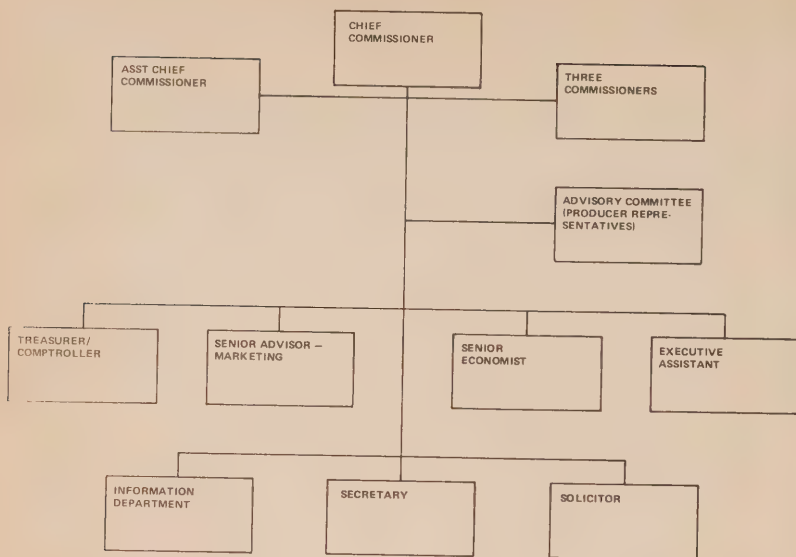
**Additional Information** — to be addressed to the secretary.

**Parliamentary Committee** — Standing Committee on Transportation and Communications.

**Auditor** — Auditor General of Canada.







# The Canadian Wheat Board

## Head Office

423 Main Street  
Winnipeg, Manitoba  
R3C 2P5

## Minister Designated

Minister of Transport

## Commissioners

Chief Commissioner	W.E. Jarvis
Assistant Chief Commissioner	R.L. Kristjanson
Commissioners	C.W. Gibbings
	J.L. Leibfried
	F.M. Hetland

## Historical Background

The Canadian Wheat Board was established in 1935 by the *Canadian Wheat Board Act*.

## Overall Responsibilities

The original Act established the Board as a marketing organization to purchase wheat from producers on a voluntary basis. In 1943 producer sales to the Board became compulsory for interprovincial or export shipment of wheat under authorization of a regulation approved by the Governor-in-Council. The Board's powers were extended to oats and barley in 1949.

Since the Domestic Feed Grains Policy initiated in 1974, producers may sell feed grades of wheat, oats, and barley directly to interprovincial markets. The Wheat Board retains sole responsibility for exports of these grains and for their sale for human consumption in Canada.

The Wheat Board's powers include authority to buy, take delivery of, store, transfer, sell, ship, or otherwise dispose of grain. It purchases grain produced only in a designated area, which includes Manitoba, Saskatchewan, Alberta, and the eastern part of British Columbia. Deliveries of all grains within the designated area are controlled by a quota system, and the Board controls all grain transportation from primary elevators to domestic processing plants and export ports.

## Regional Offices

The board maintains branch offices in Montréal, Qué., and Vancouver, B.C.; plus offices in London, Tokyo, and Brussels.

## Statutes

The Minister is responsible for the administration of the following statutes:

*Canadian Wheat Board Act* (RSC 1970, c. C-12)  
*Prairie Grain Advance Payments Act* (RSC 1970, c. P-18) as amended

# Laurentian Pilotage Authority

1080 Beaver Hall Hill  
Room 1804  
Montreal, P.Q.  
H2Z 1S8

## Minister

Minister of Transport

## Principal Officers

Chairman ..... Paul Bailly  
Vice-Chairman ..... Yvon Matte

## Historical Background

The Laurentian Pilotage Authority was established under the *Pilotage Act*, assented June 30, 1971 and put into effect February 1, 1972.

## Overall Responsibilities

The objectives of the Laurentian Pilotage Authority are to establish, operate, maintain and administer, in the interest of safety, an efficient pilotage service within the Laurentian Region.

## Organization and Programs

The Authority is composed of administrative and operational sectors.

The administrative sector has the responsibility to determine policies, to establish budgets, to adopt regulations and to publish tariff regulations so as to operate on a self-sustaining financial basis.

The operational sector provides pilotage services in compulsory pilotage areas by supplying pilots to ships through its dispatch centers and his pilot boats services. It has the responsibility to train apprentice pilots to whom a licence is granted and to assure that the holders of licences fulfil the requirements prescribed by regulations.

## Regional Offices

Cité du Havre  
Édifice du port de Montréal  
Aile no 2  
Montréal, P.Q.

Trois-Rivières  
7633, rue du Fleuve

Québec  
101, boul. Champlain

Les Escoumins  
Case postale 310  
Comté Saguenay, P.Q.

**Additional Information** — Any other information may be obtained at the head office.

**Parliamentary Committee** — Publics Accounts Committee.

**Auditor** — Auditor General of Canada.

## Statutes

*Pilotage Act* (SC 1970-71-72 c. 52)  
General Pilotage Regulations  
Laurentian Pilotage Authority Regulations

# Great Lakes Pilotage Authority, Limited

## Head Office

132 Second Street East  
Cornwall, Ontario

## Mailing Address

P.O. Box 95  
Cornwall, Ontario  
K6H 5R9

## Minister

Minister of Transport

## Members of the Board

Chairman, Frank Eustace Jackson (St. Lawrence Seaway Authority) ..... Ottawa, Ont.

Vice-chairman, Louis Edmond Béland  
(St. Lawrence Seaway Authority) ..... Ottawa, Ont.

## Other Members

John Alexander Crichton ..... Montréal, Qué.

Peter Gordon Link ..... Sarnia, Ont.

Joseph Claude Guy St. Marseille ..... Cornwall, Ont.

Robert Alan Stevenson ..... St. Catharines, Ont.

James Beverly Hartford ..... Toronto, Ont.

## Executive Officers

President ..... Frank Eustace Jackson

Vice-president ..... Louis Edmond Béland

General Manager ..... Bernard Nelson Gravelle

Secretary/Treasurer ..... Robert Malcolm Childerhose

## Historical Background

The Great Lakes Pilotage Authority, Ltd. was created under the *Pilotage Act* (S.C. 1970-71-72 c.52, as amended).

## Overall Responsibilities

The objectives of the Authority are to establish, operate, maintain, and administer a pilotage service in the province of Québec, south of the northern entrance to St. Lambert Lock and all Canadian waters in and around the provinces of Ontario and Manitoba.

## Regional Offices

Eastern Region  
132 Second Street, East  
Cornwall, Ont.

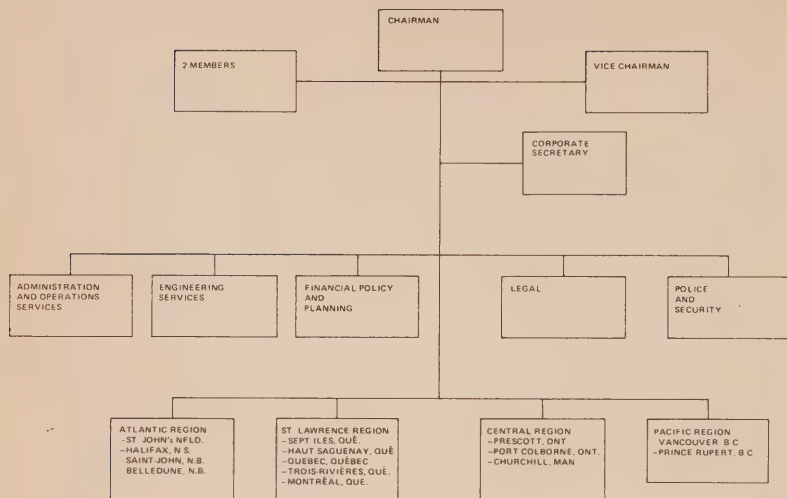
Western Region  
345 Lakeshore Blvd.  
St. Catharines, Ont.

**Additional Information** — from the chairman.

**Parliamentary Committee** — Standing Committees on Miscellaneous Estimates, and Transport and Communications.

**Auditor** — Auditor General of Canada.

# National Harbours Board



# National Harbours Board

## Head Office

Place de Ville  
Transport Canada Building  
330 Sparks Street  
Ottawa, Ontario  
K1A 0N6

## Minister Designated

Minister of Transport

## Members of the Board

Chairman .....	Pierre A.H. Franche
Vice-chairman .....	J.H. Vreeswijk
Members .....	Dr. Stephen H. Weyman
	J.H.W. Cavey

## Historical Background

The National Harbours Board was established in 1936 by the *National Harbours Board Act* (now RSC 1970 c. N-8). The board, a Crown corporation, is designated as an agency corporation (Schedule C) within the meaning and purpose of the *Financial Administration Act*. The board is an agent of Her Majesty.

## Overall Responsibilities

The board has jurisdiction over the harbours of St. John's, Nfld.; Halifax, N.S.; Saint John, and Belledune, N.B.; Chicoutimi, Baie des Ha! Ha!, Québec, Sept-Îles, Trois-Rivières and Montréal, Qué. Churchill, Man.; Prince Rupert and Vancouver, B.C., and the government grain elevators at Prescott and Port Colborne, Ont. Prior to the establishment of this board, each of the national harbours was operated under the jurisdiction of a local board of harbour commissioners.

## Organization

The board makes regular visits to each of the properties under its control. The head office of the board has a secretariat, administrative, engineering, legal, traffic, economics, public relations, personnel, police and security, and financial branches which provide the board and the ports with professional services.

However, responsibility for the day-to-day operations at each port is vested in a port manager.

Local port authorities representing interests of the business community, labour and the three levels of government are appointed by the Minister of Transport. These authorities advise the port manager in such matters as planning of facilities, and rates.

Chairmen of the local port authorities and port commissions together with members of the National Harbours Board and federal and provincial representatives serve on the National Ports Council (an advisory group to the Minister of Transport in matters of national port planning).



**Additional Information** — should be addressed to the corporate secretary at head office.

**Parliamentary Committee** — Standing Committee on Transport and Communications.

**Auditor** — Auditor General of Canada.

# Northern Transportation Company Limited

## Head Office

9945 — 108th Street  
Edmonton, Alberta

## Minister Designated

Minister of Transport

## Members of the Board

Chairman, Stanley D. Cameron (Department of Transport) ..... Ottawa, Ont.

### Other Members

E.M.R. Cotterill (Assistant Deputy	
Minister — Northern Affairs) .....	Ottawa, Ont.
Louis A. Desrochers, Q.C. ....	Edmonton, Alta.
Joe A. Fraser .....	Edmonton, Alta.
W. Bruce Hunter, Vice-President .....	Edmonton, Alta.
Robert D. Laing .....	Saskatoon, Sask.
Lionel R. Montpetit, President .....	Edmonton, Alta.
John H. Parker .....	Yellowknife, N.W.T.
Bruce F. Willson .....	Toronto, Ont.

## Historical Background

The company was incorporated in 1947 under the title of the Northern Transportation Company (1947) Limited, the date being omitted from the name in 1952. Previously a company chartered under an Alberta statute was a wholly-owned subsidiary of Eldorado Nuclear Limited from the time that Crown company was established until September 30, 1975. At this date the Company's shares were transferred to the Minister of Transport in trust for Her Majesty in right of Canada.

The Northern Transportation Company Limited, as a Crown corporation and an agent of Her Majesty, is designated as a proprietary corporation (Schedule D) within the meaning and purpose of the *Financial Administration Act* (RSC 1970 c. F-10). It carries out the business of a water transportation carrier in the Mackenzie River watershed, the west-central Arctic and the west coast of the Hudson Bay.

## Regional Offices

77 Main Street  
Winnipeg, Man.  
R3C 2R1

540, 5th Avenue S.W.  
Calgary, Alta.  
T2P 0M2

**Additional Information** — can be obtained from the Head Office (9945 — 108th Street, Edmonton, Alta., 403-423-9201).

**Parliamentary Committee** — Standing Committee on Transport and Communications.

**Auditor** — Auditor General of Canada.

# Pacific Pilotage Authority

## Head Office

Pender Building  
605-1200 West Pender Street  
Vancouver, B.C.  
V6E 2T9

## Minister

Minister of Transport

## Members of the Board

Chairman, Peter V. O. Evans (3/79)	Vancouver, B.C.
Other Members	
Captain John B. Cook	Vancouver, B.C.
Captain Douglas G. Dixon	Vancouver, B.C.
Captain Godfrey H. Hayes	Victoria, B.C.
Captain Wray G. Howard	Vancouver, B.C.
Donald M. MacKay	Vancouver, B.C.
Captain Robert R. McLeese	Vancouver, B.C.

## Principal Officers

Chairman	Peter Vivian Owen Evans
Secretary	Elsie Taychuk

## Historical Background

The Administration was created on 1 Feb. 1972 under the *Pilotage Act* (SC 1970-71-72 c. 52, as amended).

## Overall Responsibilities

The objectives of the Authority are to establish, operate, maintain and administer in the interests of safety an efficient pilotage service within the Pacific Pilotage Authority region.

## Despatch Offices

211 Dallas Road  
Victoria, B.C.  
V8V 1A1

605-1200 West Pender Street  
Vancouver, B.C.  
V6E 2T9

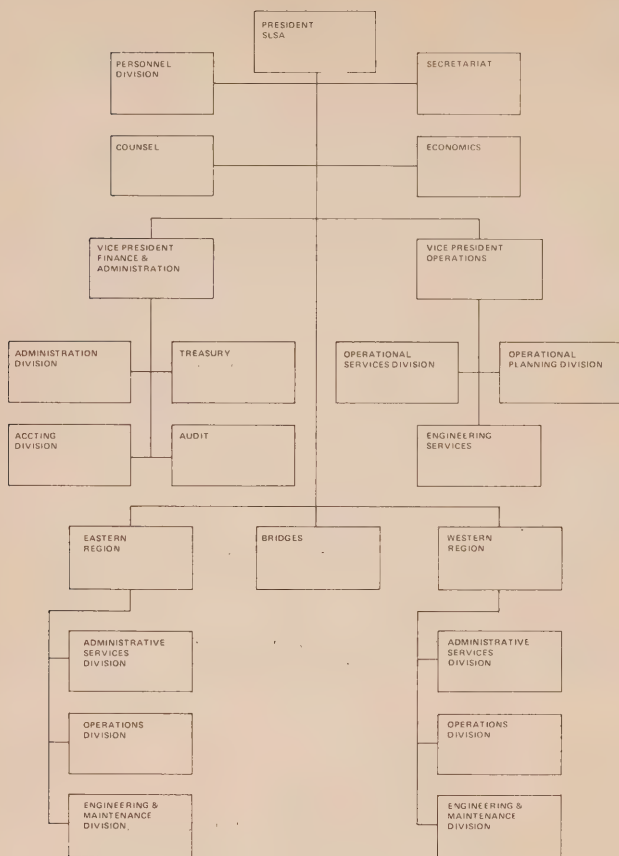
**Additional Information** — may be obtained from the chairman.

**Parliamentary Committee** — Standing Committee on Transport and Communication.

**Auditor** — Auditor General of Canada.



# The St. Lawrence Seaway Authority



# The St. Lawrence Seaway Authority

## Head Office

Tower "A"  
Place de Ville  
320 Queen Street  
Ottawa, Ontario  
K1R 5A3

## Minister Designated

Minister of Transport

## Principal Officers

President .....	Paul D. Normandeau
Vice-President .....	Marc Masson Bienvenu
Member .....	H. Gordon Barrett
Secretary .....	Louis E. Bêland

## Historical Background

The St. Lawrence Seaway Authority was established in 1954 by the *St. Lawrence Seaway Authority Act* (RSC 1970 c.S-1).

The Authority, a Crown corporation, is designated a proprietary corporation (Schedule D) within the meaning and purpose of the *Financial Administration Act* (OIC P.C. 1954-1300, 1 Sept 1954; SOR/54-402). The Authority is an agent of Her Majesty.

## Overall Responsibilities

The St. Lawrence Seaway Authority is incorporated for the purposes of:

- (a) acquiring lands for and constructing, maintaining and operating all such works as may be necessary to provide and maintain, in Canada or in conjunction with works undertaken by an appropriate authority in the United States, a deep waterway between the Port of Montréal and Lake Erie;
- (b) constructing, maintaining, and operating all such works in connection with such a deep waterway as the Governor-in-Council may deem necessary to fulfill any obligation undertaken pursuant to any present or future agreement;
- (c) acquiring lands for, and constructing, maintaining and operating, alone or jointly or in conjunction with an appropriate authority in the United States, bridges connecting Canada with the United States as authorized by the Act, and in connection therewith, or as incidental thereto, acquiring with the approval of the Governor-in-Council shares or property of any bridge company and operating and managing bridges; and
- (d) acquiring lands for, and constructing or otherwise acquiring, maintaining and operating such works or other property as the Governor-in-Council may deem to be necessary incidental to works undertaken pursuant to the Act.

## Organization and Programs

The three members of the Authority as well as its legal and economics services are located in Ottawa. Central services, located in Cornwall, Ontario, include operations, personnel administration and finance. The headquarters of the Eastern section, which extends from Montréal to Lake Ontario, is at St. Lambert, Québec. The Engineering Services Branch is also located there. The Western section, which operates the Canadian-owned Welland Canal, is at St. Catharines, Ontario.

### Deep Waterway Program

The deep waterway supports itself from tolls levied upon the users of the two sections under a Canada-U.S. agreement. The Montréal-Lake Ontario section is comprised of seven locks, together with bridges and other ancillary structures. The five Canadian locks are owned and operated by the St. Lawrence Seaway Authority. The other two locks are in the United States, and are owned and operated by the U.S. Seaway entity, the Saint Lawrence Seaway Development Corporation. The Welland Canal Section comprises eight locks between Lake Ontario and Lake Erie.

**Additional Information** — may be obtained from the Secretary.

**Parliamentary Committee** — Standing Committee on Transport and Communications.

**Auditor** — Auditor General of Canada.



# Seaway International Bridge Corporation Limited

## Head Office

P.O. Box 836  
Cornwall, Ontario  
K6H 5T7

## Minister Designated

Minister of Transport

## Principal Officers

President .....	Paul D. Normandeau, Ottawa, Ont.
Vice-president .....	David W. Oberlin, Washington, D.C.
Other Directors	
Frederick A. Bush .....	Massena, N.Y.
John T. Carvell .....	Ottawa, Ont.
James H. Graham .....	Cornwall, Ont.
William H. Kennedy .....	Massena, N.Y.
Edward Margosian .....	Massena, N.Y.
Thomas J. Quigg .....	Cornwall, Ont.
Secretary .....	R.G. Armstrong, Cornwall, Ont.
Manager .....	Joseph Patrick Donihee, Cornwall, Ont.

## Historical Background

The Seaway International Bridge Corporation Limited, successor to the Cornwall International Bridge Company Limited, was incorporated and letters patent were granted on 13 Nov., 1962 under the *Companies Act*.

This Crown corporation is designated a proprietary corporation (Schedule D) and the Minister of Transport named the Appropriate Minister within the meaning and purpose of the *Financial Administration Act* (OIC P.C. 1963-510, 25 Mar. 1963; SOR/63-110). The company is an agent of Her Majesty, and a subsidiary of the St. Lawrence Seaway Authority.

## Overall Responsibilities

The company operates and manages an international toll bridge system between Cornwall, Ontario, and Roosevelttown, New York, on behalf of the owners — the St. Lawrence Seaway Authority of Canada, and the United States' Saint Lawrence Seaway Development Corporation.

**Additional Information** — can be obtained from the Secretary.

**Parliamentary Committee** — Standing Committee on Transport and Communications.

**Auditor** — Auditor General of Canada.

# Via Rail Canada Inc.

## Head Office

1801 McGill College Avenue  
Suite 1300  
Montréal, Québec  
H3A 2N4

## Mailing Address

P.O. Box 8116  
Montréal, Québec  
H3C 3N3

## Minister Designated

Minister of Transport

## Board of Directors

Chairman, J. Frank Roberts (04/78)

Montréal, Québec

### Other Members

Robert A. Bandeen (02/77)	Montréal, Québec
George A. Scott (07/77)	Ottawa, Ontario
J. Maurice LeClair (07/77)	Ottawa, Ontario
Paul T. Beauchemin (10/77)	Montréal, Québec
John M.G. Hardenne (10/77)	Saskatoon, Sask.
Stanley A. Little (10/77)	Elmvale, Ontario
Evan S. Lloyd (10/77)	Cape Breton, N.S.
Madeleine Saint-Jacques (10/77)	Montréal, Québec
William P. Kelly (12/77)	Ottawa, Ontario
Lorne Bolton (03/78)	Vancouver, B.C.
Gordon C. Gale (03/78)	Winnipeg, Manitoba
Laurent Picard (04/78)	Montréal, Québec
Stanley D. Cameron (04/78)	Ottawa, Ontario

## Principal Officers

President and Chief Executive Officer	J. Frank Roberts
Vice-President, Marketing	Garth C. Campbell
Vice-President, Development and Planning	Réjean Béchamp
Vice-President, Finance and Administration	Victor Croft
Vice-President, Operations	Edward H. Shute
Director, Human Resources	Jean Pierre Laroche
Secretary and General Counsel	Gabriel Fortin
Director, Public Relations	Emery LeBlanc
Assistant to the President	Gilles Dufault
Vice-President, VIA Atlantic	Allan W. Raftus
Vice-President, VIA Québec	J. Léo Moisan
Vice-President, VIA Ontario	Angus R. Campbell
Vice-President, VIA West	Harold F. Murray

## Historical Background and Overall Responsibilities

VIA Rail Canada Inc. was formed on January 12, 1977 and given the status of a railway company by the Parliament of Canada in March through *Appropriation Act 1*, 1977. Initially established as a subsidiary of Canadian National, VIA became a separate Crown Corporation on April 1st, 1978. It is a Schedule "D" Crown Corporation under the *Financial Administration Act*.

VIA was created to manage rail passenger services in Canada, with the exception of commuter services. It also has responsibility for the management of related facilities, such as bus services which complement passenger train services.

VIA will enter into contracts with the federal government to provide rail services including marketing, the performance of on-board services, reservations, ticketing and station duties and VIA will, in turn, negotiate contracts with the railways for the operation of trains and the maintenance of equipment.

It is the responsibility of VIA to acquire rolling stock and the facilities to provide passenger services, and to prepare programs for equipment modification or the acquisition of new equipment and facilities.

VIA took over the marketing of all CN and CP Rail passenger services in Canada on June 1, 1977 and will assume the management of all CN and CP Rail passenger services by the end of 1978.

### **Regional Offices**

#### **VIA Atlantic**

1234 Main Street  
Moncton, N.B.  
E1C 1H7

#### **VIA Ontario**

4 King Street West  
18th floor  
Toronto, Ontario  
M5H 2B9

#### **VIA Quebec**

Suite 3730  
1 Place Ville Marie  
Montréal, Québec  
H3B 3L2

#### **VIA West**

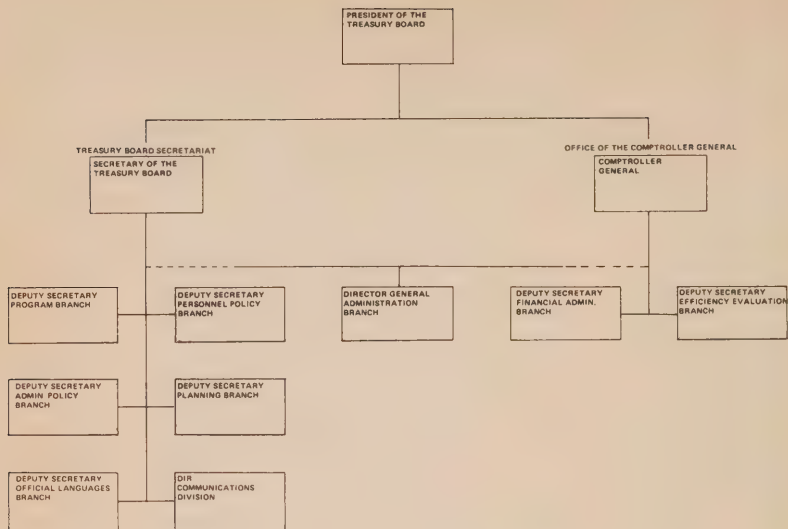
191 Broadway Street  
Winnipeg, Manitoba  
R3C 3T8

**Additional Information** — to be addressed to the office of the Secretary at Head Office.

**Parliamentary Committee** — Standing Committee on Transport and Communications.

**Auditor** — Touche, Ross and Company.

# Treasury Board



# Treasury Board Secretariat

Place Bell Canada  
160 Elgin Street  
Ottawa, Ontario  
K1A 0R5

## Minister

President of the Treasury Board

## Principal Officers

Secretary of the Treasury Board .....	Dr. Maurice LeClair
Deputy Secretaries	
Program .....	Robert L. Richardson
Personnel Policy .....	William M. McWhinney
Planning .....	François Lacasse
Administrative Policy .....	Dr. Peter Meyboom
Official Languages .....	Jean-Jacques Noreau

## Historical Background

The Treasury Board and its Secretariat were separated from the Department of Finance and proclaimed a department under the *Government Organization Act* 1966. First created on July 2, 1867, by Order-in-Council number three, the Board received statutory approval in 1869. The Board is a Committee of the Queen's Privy Council for Canada, consisting of its own minister (i.e., the President of the Treasury Board) as well as the Minister of Finance, and four other Cabinet Ministers nominated from time-to-time by the Governor-in-Council. The Secretariat is the operational arm of the Board.

## Overall Responsibilities

The functions of the Board, as set out in the *Financial Administration Act*, are: to advise Cabinet on the selection of programs and projects that will achieve the government's objectives in the most effective manner in accordance with its priorities; and to promote the efficient use of manpower and material resources needed by departments and agencies to carry out their programs and projects.

The Secretariat:

- (a) examines the proposed spending programs of all government ministries, departments and agencies and keeps under constant review the development of approved programs to ensure effective expenditure management;
- (b) makes recommendations to the Treasury Board on proposed expenditures;
- (c) recommends Public Service personnel management policy to the Board in the areas of manpower utilization, compensation, pensions and insurance, and staff relations, and negotiates the terms of collective agreements with the bargaining agents who represent Public Service employees;
- (d) develops policies for effective administrative management and promotes efficient administration throughout the Public Service employees;
- (e) develops, communicates, implements and evaluates the government's official languages policies and programs and ensures the proper application of the *Official Languages Act* within the Public Service; and
- (f) upon direction from the President of the Treasury Board, develops and implements programs designed to achieve the government's objectives in specific areas applicable to the Public Service as a whole.

## Organization and Programs

The Secretariat is composed of five branches: Program; Personnel Policy; Planning; Administrative Policy; Official Languages.

### Program Branch

The Program Branch is responsible for the analysis of departmental plans, programs and organizational proposals with a view to recommending to the Treasury Board, the acceptance or modification of proposals in accordance with the financial and other priorities of the government. It is responsible for developing the estimates and reflecting the expenditure decisions of government, for the approval of Parliament.

### Estimates

The estimates for any one fiscal year are determined as a result of a review of departmental "Program Forecasts." This review takes place over a period of approximately three months in the spring and early summer of each year and culminates in the approval by the government of an expenditure plan for the coming fiscal year. In the autumn, this plan is used by departments and agencies as the basis for the preparation of their Main Estimates submissions. These submissions are reviewed by the Board and are submitted to the government for final approval in December. When finally approved, the Main Estimates are printed and tabled in Parliament, usually in early to mid-February.

The need for Supplementary Estimates may arise because of unforeseen items. These supplementary requirements are reviewed by the Board and recommended to the Cabinet for approval.

The Main Estimates of each department are referred for consideration to the appropriate Standing Committee of the House on or before March 1. These items are considered by the Committees and reported back to the House. An *Appropriation Act* is introduced and, on approval by Parliament, Royal Assent is given and the expenditures included in the Act may take place.

Under the present Standing Orders, the fiscal year is divided into three supply periods. At the end of each period, the Speaker is required to dispose of any item of business relating to the Estimates then before the House. The Main Estimates are usually approved during the period ending not later than June 30.

In addition to the expenditure items included in the annual Appropriation Acts, there are a number of items, such as interest on the public debt, family allowances and old age assistance payments, which have been authorized under the provisions of other statutes.

### Personnel Policy Branch

The role of the Personnel Policy Branch is to develop and ensure the application of personnel management policies in order that the human resources needed to carry out programs effectively are determined, are obtained at competitive rates of pay, and are developed and used efficiently with due regard for the individual and collective rights of employees.



In fulfilment of its role, the Branch has primary responsibility for the development, implementation and evaluation of personnel management policies, programs, standards and systems in the areas of: human resource planning and utilization (including training and development); staff relations (including negotiation and administration of collective agreements, consultations and grievances); classification of positions and employees; determination and regulation of the pay of public servants; pensions and benefits; health and safety; analysis and data services in support of the above; personnel management information systems.

## Planning Branch

This Branch has a primarily a staff function in that it undertakes in-depth policy analysis and program evaluation related to the major sectors of the economy of greatest concern to the Treasury Board Ministers. The Branch provides economic briefings for the President and the Secretary, collaborates with other federal departments and agencies in medium-term planning and evaluation studies, and provides research and analytical support to the other branches of the Secretariat.

The Planning Branch administers a grant to the Institute of Public Administration of Canada.

## Administration Policy Branch

Since its creation in 1970, the Administration Policy Branch has been responsible for the "development, interpretation, dissemination, review and evaluation of policies, guidelines and regulations in administrative inputs." The Branch serves the Treasury Board, in its capacity as the Cabinet Committee on Management, to ensure that the government's operations are conducted in a way which will meet the public expectations for prudent administration.

Over the years, the Branch has issued some 600 policy directives and guidelines, and 350 of these are still active, including some 100 individual Treasury Board decisions which have particular significance as antecedent policy authorities. These policies pertain to all "housekeeping" activities of the government in the fields of transportation and communication; information; professional and special services; rentals; purchased repair and upkeep; utilities, materiel and supplies; construction and acquisition of land, buildings, and equipment; and construction and acquisition of machinery and equipment.

## Official Languages Branch

In accordance with the revised policies on Official Languages in the Public Service issued in September 1977, the Official Languages Branch is responsible for producing general guidelines and criteria to provide overall direction to federal departments and agencies; providing technical and specialized assistance as required; reviewing the annual plans and reports of departments on their official languages program and recommending action as appropriate; auditing and evaluating departmental official languages activities; and monitoring the overall progress of the Public Service towards the achievement of official languages objectives.

The Branch manages the Official Languages Information System; consults employee representatives through the Official Languages Committee of the National Joint Council; and prepares an annual report to the Government on the status and evaluation of official languages policies and programs in the Public Service.



**Regional Offices** — there are none.

**Additional Information** — may be obtained from the Communications Division.

**Parliamentary Committee** — Miscellaneous Estimates Committee.

**Auditor** — Auditor General of Canada.

**Statutes**

The Minister is responsible for the:

*Appropriation Acts*

*Auditor General Act* (SC 1976-77 c. 34)

*Canada Pension Plan Act* (1970 RSC 1970 c. C-5 s. 88 [2])

*Civil Servants Widows Annuities Act* (SC 1926-27 c. 74)

*Fire Losses Replacement Account Act* (RSC 1970 c. F-11 s. 9)

*Human Rights Act, Canadian* (SC 1976-77 c. 33 ss. 51 and 56) (SI/78-33)

*Lieutenant Governors Superannuation Act* (SC 1974-75-76 c. 73)

*Public Service Pension Adjustment Act* (RSC 1970 c. P-33)

*Public Service Superannuation Act* (RSC 1970 c. P-36)

*Salaries Act, Statutory Minimum* (RSC 1970 c. S-3)

*Supplementary Retirement Benefits Act* (RSC 1970 c. 43 [1])

# Office of the Comptroller General of Canada

Place Bell Canada  
160 Elgin Street  
Ottawa, Ontario  
K1A 0R5

## Minister

President of the Treasury Board

## Principal Officers

Comptroller General .....	Harry G. Rogers
Deputy Secretaries	
Financial Administration Branch .....	Stuart Mensforth
Efficiency Evaluation Branch .....	Timothy E. Reid

## Historical Background

Bill C-10, an amendment to the *Financial Administration Act*, created the post of Comptroller General of Canada, and received Royal Assent June 30, 1978. As chief financial administrator of the federal Public Service, the Comptroller General reports directly to the President of the Treasury Board, carrying the rank and status of a deputy minister.

## Overall Responsibilities

In general terms, the Comptroller General is responsible for the quality and integrity of the financial administrative policies and practices in use throughout the federal Public Service.

## Organization

The Office is divided into two Branches which form the nucleus of the Comptroller General's organization.

### Financial Administration Branch

The Financial Administration Branch is responsible for all financial administrative policy matters of the Government of Canada and for the following government-wide functions:

- the development and evaluation of financial administration policies, internal audit policies and standards, and principles and guidelines for financial designs;
- the development and maintenance of the accounting principles and standards that are used for the accounts of Canada and in the preparation of the public and national accounts;
- the co-ordination and preparation of the government's response to the Auditor General's Annual Report and the presentation of this response to the Public Accounts Committee;
- the provision of a central advisory service to departments and agencies concerning financial and accounting policies and principles, together with provision of uniform authoritative interpretations of financial administrative legislation, policies and guidelines; and
- the development and maintenance, in conjunction with the Public Service Commission, of professional training programs for financial officers in the federal Public Service.

## Efficiency Evaluation Branch

The role of the Efficiency Evaluation Branch is to improve managerial decision-making procedures. This is done by focusing on improvements in the quality and use of information related to the performance and the effectiveness of government programs. This results in policies in two principal areas: one concerns the routine measurement of program performance; the other, the procedures for periodic in-depth evaluation of specific programs. The branch provides a broad liaison and co-ordination role regarding federal government program performance measurement and evaluation, and reviews the application of these policies within departments and agencies.

The branch undertakes special surveys and studies concerning program evaluation and performance measurement, such as the service level of government programs to the public. The activities of the branch are closely co-ordinated with those of the program planning and program resourcing activities.

**Regional Offices** — there are none.

**Additional Information** — may be obtained from the Communications Division.

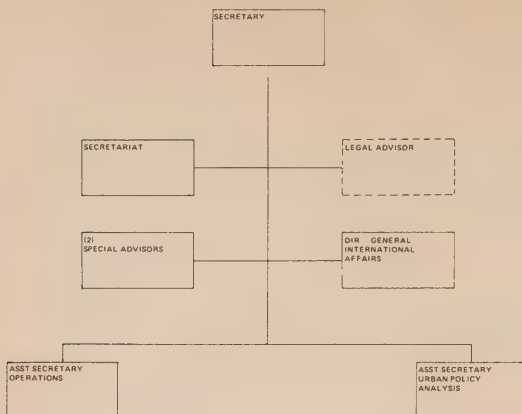
**Parliamentary Committee** — Miscellaneous Estimates Committee.

**Auditor** — Auditor General of Canada.

**Statutes** — the President administers none.



# Ministry of State for Urban Affairs



# Ministry of State for Urban Affairs

## Head Office

CMHC Building  
Montreal Road (South Annex)  
Ottawa, Ontario  
K1A 0P6

## Minister

Minister of State for Urban Affairs

## Principal Officers

Secretary .....	William Teron
Assistant Secretaries .....	
Urban Analysis .....	Lorenz Schmidt
Operations .....	Robert Blain

## Historical Background

The Ministry of State for Urban Affairs was created under the *Ministeries and Ministers of State Act* (RSC 1970 c. 14 [2nd Supp]). A Proclamation establishing the Ministry was issued 30 June 1971 (SOR/71-320, 28 July 1971). OIC P.C. 1971-1696 designated the Ministry as a department and the Minister of State as the Appropriate Minister for the purpose of the *Financial Administration Act* (SOR/71-408, 25 Aug 1971).

## Overall Responsibilities

The Ministry plans, develops, and co-ordinates new and innovative urban policies in areas of special importance and urgency. The Ministry's role is threefold:

- (1) development of federal policies to enhance and improve the effects of urbanization;
- (2) integration of federal urban priorities with other federal policies and programs; and
- (3) development of intergovernmental relationships to promote co-ordination of urban policies and programs.

The Ministry was established to suggest urban priorities, to evaluate and produce policies, and to undertake and catalyze research related to urban policies for implementation through programs within federal jurisdiction. Its key functions include:

- identifying the specific settlement and urban concerns of Canadians, which have a definite federal dimension;
- identifying specific local objectives, plans and priorities and working to make federal programming more sensitive to them;
- assembling and developing local and national data and information relating to these specific concerns and local objectives, and sharing this information with all concerned;
- ensuring that these concerns and objectives are considered in all federal initiatives;
- ensuring that urban-related actions and projects contribute to local conditions;
- considering urban conditions in national policies;
- developing policies and programs within the federal jurisdiction which are necessary to significantly improve the quality of life within cities; and
- fostering cooperation with the public and with private organizations.

## Organization and Programs

Under a recent reorganization, the Ministry was brought into a closer relationship with the Central Mortgage and Housing Corporation (CMHC). The distinct but related responsibilities of both bodies are now under a single deputy to the Minister; the two organizations share their expertise on urban-related matters.

Within the Ministry itself, there are two branches: Urban Analysis and Operations.

### Urban Analysis

The Urban Analysis Branch, in cooperation with other federal agencies, collects and analyzes information needed to clearly define Canada's urban issues and their relevance to the federal government, thereby contributing to the development of federal policy positions and the urban criteria necessary for federal program funding.

The directorates within Urban Analysis focus attention on certain policy areas, called federal urban concerns, where the federal government's interest or its capacity to support other levels of government is the greatest. These federal urban concerns are as follows: energy consequences, transportation and networks, metropolitan growth, economic viability, human consequences, settlement effects and small community development.

Within the Urban Analysis activity, the Directorate for International Affairs works to expand the policy development and implementation capabilities of both the Ministry of Urban Affairs and CMHC. This group ensures that international information exchanges and participation at international events is available to the provinces.

### Operations

The Operations activity is responsible for developing cooperative relationships with the provinces and, through them, their municipalities on matters related to urban affairs.

Following the recent reorganization, the Ministry decentralized some of its staff to each of Canada's five regions so that closer cooperation is possible in its intergovernmental and interdepartmental liaison activities. The regional operations are a link between the provinces, their municipalities and the federal government.

The original Demonstration Group was established in 1975 by CMHC; its objective was to implement projects which set examples for the quality of housing and community development which are attainable throughout Canada. During 1977, this group, together with staff from the Ministry, formed an enlarged division, renamed the Research and Demonstration Group which focuses on improving the quality of Canadian life and broadening the choices in urban environments. There are two basic types of activities pursued by the group — demonstration and planning assistance.

Demonstration activities are concrete projects which serve as visible expressions of new ways and means of improving the urban environment.

Planning assistance activities encourage provinces and their local governments to formulate urban development plans which assist federal agencies in determining how their programs can be directed towards meeting local objectives.

### Administration Branch

This branch includes Personnel, Financial, and Administrative services for the Ministry.



## Communications Branch

This branch is responsible for explaining the Ministry's objectives and policies to various audiences interested in urban issues. The Information Resource Services answers requests for data and maintains a housing/urban/municipal documentation collection for use by the public and Ministry staff.

**Additional Information** — from the Information Resources Service.

**Parliamentary Committee** — Standing Committee on Health, Welfare and Social Services.

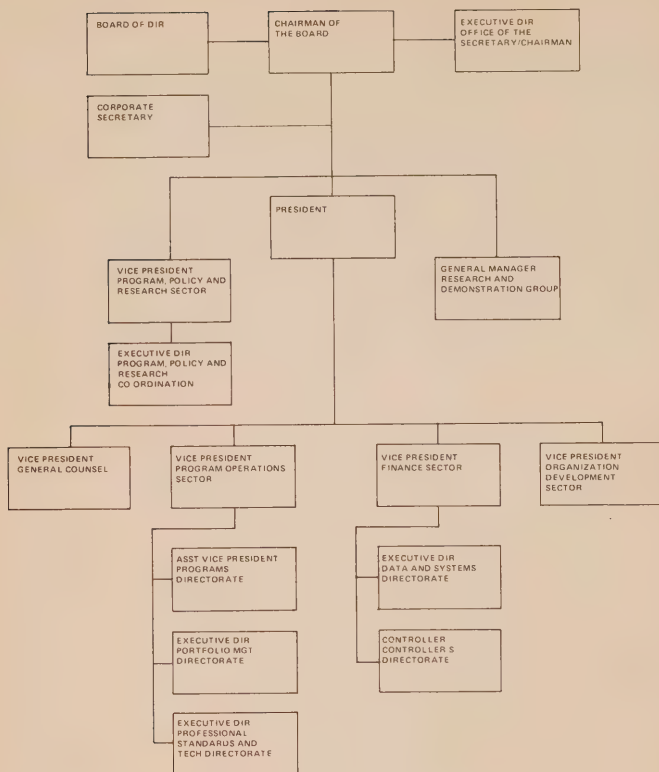
**Auditor** — Auditor General of Canada.

### Statutes

The Minister is responsible for the following:

- Central Mortgage and Housing Corporation Act* (RSC 1970 c. C-16)
- National Capital Act* (RSC 1970 c. N-3)
- National Housing Act* (RSC 1952 c. 188) as amended
- Home Improvement Loans Guarantee Act* (SC 1937 c. 11) as amended
- Railway Relocation and Crossing Act* (SC 1974 c. 12)

# Central Mortgage and Housing Corporation



# Central Mortgage and Housing Corporation

## Head Office

Montreal Road  
Ottawa, Ontario  
K1A 0P7

## Minister

Minister of State for Urban Affairs

## Board of Directors

Chairman, William Teron (6/80) ..... Ottawa, Ont.

### Members

Frank A.G. Carter (at pleasure) ..... Ottawa, Ont.  
Raymond V. Hession (9/81) ..... Ottawa, Ont.  
William C. Hood (at pleasure) ..... Ottawa, Ont.  
R. Jacques Plante (8/81) ..... Québec, Qué.  
Thomas McGloan (8/81) ..... Saint John, N.B.  
Frank Laird ..... Penticton, B.C.

## Principal Officers

President ..... Raymond V. Hession  
Vice President, General Counsel ..... B. Morin  
Vice President, Program Policy and Research ..... R.T. Adamson  
Vice President, Program Operations ..... R.J. Boivin  
Vice President, Finance ..... D.W. Knight  
Vice President, Organization Development ..... N.E. Hallendy  
Corporate Secretary ..... Katherine Malcolm

## Historical Background

Central Mortgage and Housing Corporation (CMHC) was established on January 1, 1946, by the *Central Mortgage and Housing Corporation Act* (now RSC 1970 c. 16). CMHC, a Crown corporation, is designated a proprietary corporation (Schedule D) within the meaning and purpose of the *Financial Administration Act*. CMHC is an agent of Her Majesty.

## Overall Responsibilities

The major function of the Corporation is to administer the *National Housing Act* 1954 (NHA). Under this Act, the Corporation is authorized to insure mortgage loans made by approved lenders for new and existing homeowner housing, new rental housing, and dwellings built by co-operative associations. When loans are not available from approved lenders, the corporation may make loans on its own account as well as loans and annual contributions to home purchasers whose income does not enable them to pay the full annual cost.

## Organization and Programs

There are five major sectors within the corporate organization:

- (a) General Counsel — responsible for the operation of the Legal and Administration Divisions.
- (b) Policy and Research — advice to President and management in the development of policy and the conduct of research relating to community development.

- (c) Program Operations — operation of the Program, Professional Standards and Portfolio Management Directorates.
- (d) Finance — operation of Controller's Directorate, Data and Systems, Budget and Financial Analysis Division, Pension Fund and Mortgage Marketing.
- (e) Organization Development — Management Development, Personnel, Communications and Public Relations, Women's Bureau, and Official Languages.

## **Program Operations**

This sector is responsible for Assisted Home Ownership; Assisted Rental; Rural and Native Housing; Non-profit and Co-operative Housing Assistance; Public Housing Assistance; Land Assembly Assistance; New Communities; and Residential Rehabilitation Assistance.

### **Assisted Home Ownership (1978)**

This program provides financial assistance to low-to-moderate income families wishing to purchase modestly priced homes that feature relatively low monthly mortgage payments in the initial stage of the loan. This assistance is available through either an approved lender or, in areas not served by approved lenders, through CMHC.

### **Assisted Rental (1978)**

This program is designed to stimulate the production of new, moderately priced rental accommodation particularly in areas where such units are in short supply.

### **Rural and Native Housing**

This program combines all resources of the National Housing Act for the benefit of rural and native people.

### **Non-profit Housing Assistance**

Financial assistance is provided to non-profit organizations, constituted for charitable purposes, for the construction of accommodation for disadvantaged groups such as the elderly, and physically or mentally handicapped.

### **Co-operative Housing Assistance**

This alternative form of tenure permits members of a co-operative to reduce costs by pooling skills and purchasing in bulk. All provisions of the Act are accessible to such co-operative organizations.

### **Public Housing Assistance**

This program assists provincial or municipal housing authorities for the construction of rental housing for low-income individuals or families. The help may take the form of a direct loan or a federal-provincial financing agreement. Either form involves subsidies to cover operating losses.

### **Land Assembly Assistance**

This program provides assistance to provinces and municipalities to finance the acquisition, planning, and development of land for housing.

## New Communities

The creation of new communities is encouraged as a way of providing an alternative to urban sprawl, to accommodate regional growth, or to create a balanced development in remotely-located towns dependent on resource industries.

## Residential Rehabilitation Assistance

This program is designed to ensure an adequate stock of good housing by extending the life of existing homes. Financial assistance to owners and landlords brings their properties up to the minimum standards prescribed for health and safety.

## Regional Offices

Five regional offices, headed by a General Manager, supervise the activities within regional boundaries from offices located in Saint John, N.B.; Montréal, Qué.; Toronto, Ont.; Saskatoon, Sask.; and Vancouver, B.C.

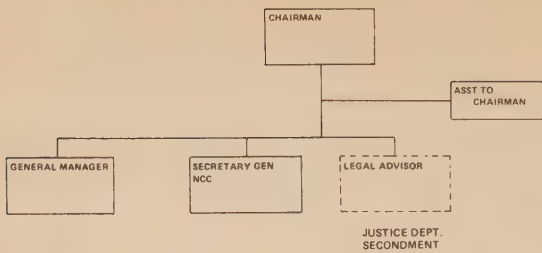
- (a) Atlantic Region (Nfld., N.S., N.B., P.E.I.)
- (b) Quebec Region
- (c) Ontario Region
- (d) Prairie Region (Man., Sask., Alta.)
- (e) B.C. Region

The Yukon and Northwest Territories do not form part of the above regions. Activities in these areas are supervised from a separate Office in Vancouver.

**Additional Information** — is obtainable from Director, News and Information Division, National Office, or through any of the five regional offices.

**Auditor** — Patrick A. Ryan, C.A., of Thorne Riddell and Co.; Claude D. Henry, C.A., of Maheu, Noiseux and Associates.

# National Capital Commission



# National Capital Commission

## Head Office

48 Rideau Street  
Ottawa, Ontario  
K1N 8K5

## Minister Designated

Minister of State for Urban Affairs

## Members of the Commission

Chairman, Charles M. Drury .....	Ottawa, Ont.
Vice-chairman, William Perks .....	Calgary, Alta.
Commissioners	
Clément N. Beauchamp .....	Hull, Qué.
Monica Becott .....	Prince George, B.C.
Sydney Cutler .....	Montréal, Qué.
E.R. Fisher .....	Ottawa, Ont.
Lou Churchill .....	Saskatoon, Sask.
John R. Fiske .....	Ottawa, Ont.
Paul Kaeser, Sr. ....	Fort Smith, N.W.T.
Guy R. Legault .....	Montréal, Qué.
James H. Lowther .....	Ottawa, Ont.
Elmer M. MacRae .....	Charlottetown, P.E.I.
Cecile Metrick .....	Toronto, Ont.
Pierre Mercier .....	Ottawa, Ont.
Peter Petrasuk .....	Calgary, Alta.
Muriel Kent-Roy .....	Moncton, N.B.
June A. Westbury .....	Winnipeg, Man.
William Vanden Bosch .....	Manotick, Ont.
(Post Vacant)	

## Principal Officer

General Manager .. Edwin Aquilina

## Historical Background

The *National Capital Act* 1959 (now RSC 1970 c. N-3) created the National Capital Commission (NCC), a Crown corporation.

The Commission is designated as an agency corporation (Schedule C) within the meaning and purpose of the *Financial Administration Act* (*National Capital Act*) The Commission is an agent of Her Majesty.

## Overall Responsibilities

NCC has the central objective of developing the National Capital Region in accordance with its national significance as the seat of the Canadian government.

The Region, centred around the cities of Ottawa and Hull, covers an area of 1800 square miles of the provinces of Ontario and Québec. Here, through the NCC, the federal government seeks to achieve a Capital that will be:



- (a) a symbol of Canada's linguistic and cultural values;
- (b) an efficient and satisfying place in which to carry on the nation's business; and
- (c) a model of urban planning and development that will benefit other parts of the country and be a source of pride for Canadians.

The Commission's major responsibility is to coordinate the development of all federally-owned lands in the National Capital Region. Authority to accomplish this objective is established in the Act under which commission approval is required for the exterior design elements of all federal works, including site and location. This authority and the Commission's power to acquire strategic lands in the Region enable direct federal planning and participation in local planning solutions with the provincial and municipal governments.

## Organization and Programs

The National Capital Commission is composed of 20 members appointed by the Governor-in-Council. The commissioners are residents of each province of Canada, the cities of Hull and Ottawa, and other municipalities within the National Capital Region.

The Commission administers the following programs:

- (a) policy development — conduct or promotion of research, studies, plans, and related activities leading to policy development;
- (b) land development — the assembly, improvement and management of properties to influence regional development and to co-ordinate federal development activities;
- (c) transportation — assistance in the development of integrated urban and inter-urban transportation systems;
- (d) services and utilities — assistance in the provision of adequate water distribution, sewage and solid waste disposal systems, and the underground placement of other utilities;
- (e) recreation and culture — development and management of parks, parkways, and other parklands; encouragement of and assistance in activities of a recreational or cultural character; assistance in the preservation of the Canadian heritage and encouragement of bilingualism and multiculturalism in the National Capital Region; and
- (f) administration and finance — provision of services for the implementation of the program; the repayment of loans, and payment of interest on loans.

**Regional Offices** — none.

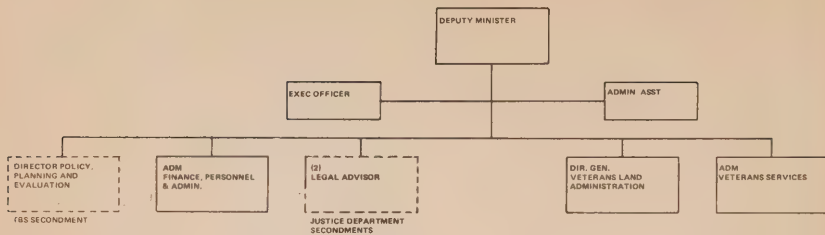
**Additional Information** — from the secretary at head office.

**Parliamentary Committee** — Special Joint Parliamentary Committee on the National Capital Region.

**Auditor** — Auditor General of Canada.



# Department of Veterans Affairs



# Department of Veterans Affairs

## Head Office

Veterans Affairs Building  
284 Wellington Street  
Ottawa, Ontario  
K1A 0P4

## Minister

Minister of Veterans Affairs

## Principal Officers

Deputy Minister .....	W.B. Brittain
Assistant Deputy Minister (Finance, Personnel and Admin.)	N. van Duyvendyk
Assistant Deputy Minister (Veterans Services)	R.C. Adams
Director General (Vet. Land Admin.)	A.D. McCracken

## Historical Background

The department was established originally in February 1918 as the Department of Soldiers' Civil Re-establishment. In 1928 the Department of Pensions and National Health was established as a result of the amalgamation of the Department of Health with the Department of Soldiers' Civil Re-establishment. In 1944, the organization of the Department was changed and a portion was transferred to the Department of National Health and Welfare while the remainder became the Department of Veterans Affairs (RSC 1970 c. V-1).

## Overall Responsibilities

The department provides support for the economic, social, mental and physical well-being of veterans, certain civilians and their dependants.

## Organization and Programs

### Departmental Administration

This program involves the operation of the offices of the Minister, Deputy Minister, Assistant Deputy Minister (FPA) and managerial support functions (financial management, personnel administration, management advisory services, public relations, administrative services and official languages advisory services).

### Veterans Services

The Department is responsible for the administration of federal legislation which provides benefits to veterans (and certain civilians), their dependants and survivors. These benefits, together with the identification of eligible persons, are specified in legislation and include: medical and dental services, prosthetic appliances, income support programs, emergency financial assistance and counselling services for veterans, their dependants and survivors; educational assistance for veterans and orphans; housing assistance for veterans and widows, and burial grants for veterans. Where direct assistance is not possible, a referral service to other sources of aid is provided.

## Veterans' Land Administration

Provision of property management and other services includes post-loan counselling, real estate appraisals, loan advances for the construction of buildings and other improvements, and the administration of sales contracts relating to properties, the titles of which are in the name of the Director, the *Veterans' Land Act* and administration of the veterans housing assistance programs.

### Regional Offices

The department has treatment institutions and facilities in eight major urban centres across Canada, and maintains administrative offices in the larger cities. The offices in Canada are shared with the Canadian Pension Commission and the Bureau of Pensions Advocates.

Services outside Ottawa are provided through 18 district and four sub-district offices located at: St. John's, Nfld.; Charlottetown, P.E.I.; Halifax, and Sydney, N.S.; Saint John, N.B.; Montréal and Québec City, Qué.; Hamilton, Kingston, London, North Bay, Ottawa, Thunder Bay, Toronto, and Windsor, Ont.; Winnipeg, Man.; Regina, and Saskatoon, Sask.; Calgary, and Edmonton, Alta.; and Vancouver, and Victoria, B.C.

Five regional directors, appointed under the *Veterans' Land Act*, are located at Saint John, N.B. (for the Atlantic provinces); Montréal (Québec); Toronto (Ontario); Saskatoon (Prairies); and Vancouver (British Columbia).

**Additional Information** — from the Director of Public Relations.

**Parliamentary Committee** — Standing Committee on Veterans Affairs.

**Auditor** — Auditor General of Canada.

### Statutes

The Minister is responsible for the:

*Allied Veterans Benefits Act* (RSC 1952 c. 8)

*Army Benevolent Fund Act* (RSC 1970 c. A-16)

*Children of War Dead (Education Assistance) Act* (RSC 1970 c. C-18) as amended

*Civilian War Pensions and Allowances Act* (RSC 1970 c. C-20) as amended

*Department of Veterans Affairs Act* (RSC 1970 c. V-1) as amended

*Fire Fighters War Service Benefits Act* (RSC 1952 c. 117)

*Pension Act* (RSC 1970 c. P-7) as amended

*Returned Soldiers' Insurance Act* (SC 1920 c. 54) as amended

*Soldier Settlement Act* (RSC 1927 c. 188) as amended

*Special Operators War Service Benefits Act* (RSC 1952 c. 256)

*Supervisors War Service Benefits Act* (RSC 1952 c. 258)

*Veterans Benefit Act* (RSC 1970 c. V-2)

*Veterans Insurance Act* (RSC 1970 c. V-3)

*Veterans' Land Act* (RSC 1970 c. V-4) as amended

*Veterans Rehabilitation Act* (RSC 1970 c. V-5)

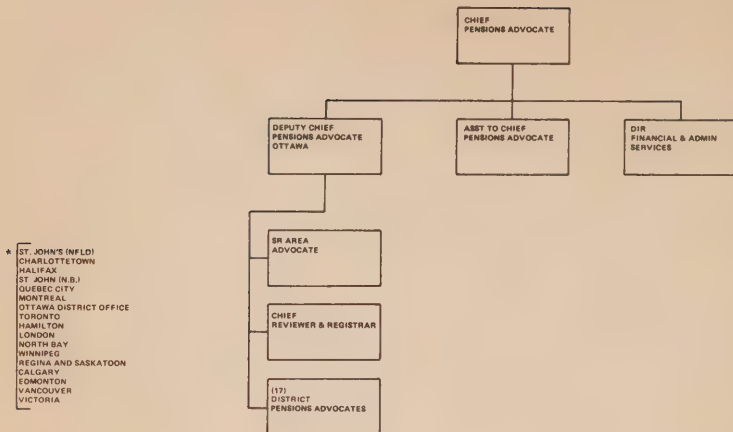
*War Service Grants Act* (RSC 1970 c. W-4)

*War Veterans Allowance Act* (RSC 1970 c. W-5) as amended

*Women's Royal Naval and the South African Military Nursing Service (Benefits) Act* (RSC 1952 c. 297)



# Bureau of Pensions Advocates





# Bureau of Pensions Advocates

## Head Office

Veterans Affairs Building  
284 Wellington Street  
Ottawa, Ontario  
K1A 0P4

## Minister

Minister of Veterans Affairs

## Principal Officers

### Advocates

Chief Pensions Advocate and Chief Executive Officer,	
Lloyd T. Aiken	Ottawa, Ont.
Deputy Chief Pensions Advocate, Lawrence M.	
Hanway, M.C., E.D., C.D., B.Sc., LL.B.	Ottawa, Ont.
Senior Area Advocate	Ottawa, Ont.

### District Pension Advocates

B.C. Johnson, B.A., LL.B.	St. John's, Nfld.
Ian M. McLeod, Q.C.	Charlottetown, P.E.I.
J.L.S. Henderson, C.D., LL.B.	Halifax, N.S.
Wyndham A. Strover, E.D., B.C.L.	Saint John, N.B.
J.A. Barsalou, D.F.M., C.D., LL.L.	Québec, Qué.
A. Lemieux, B.A., LL.L.	Montréal, Qué.
George S. Brown	Ottawa, Ont.
John W. Stark, B.C.L.	Toronto, Ont.
Ralph F. Robinson, LL.B.	North Bay, Ont.
Charles B. Sullivan, LL.B.	Hamilton, Ont.
John M. O'Connell, B.A., LL.B.	London, Ont.
C. Vermeulen, Q.C., LL.B.	Winnipeg, Man.
William D. Grayson, M.C., B.A., LL.B.	Regina-Saskatoon, Sask.
Edwin L. Strangward, B.A., LL.B., M.A.	Calgary, Alta.
L.L. Gilham, B.A., LL.B.	Edmonton, Alta.
James T. Bourke, LL.B.	Vancouver, B.C.
Robert N. Gourlie, D.F.C., B.A., LL.B.	Victoria, B.C.

### Area Advocates

Robert A. Pinsonnault, Q.C., B.A., LL.B.	Ottawa, Ont.
John A. Commerford, C.D., LL.B.	Ottawa, Ont.
Leo J. Trottier, B.A.	Ottawa, Ont.
M.H. Zazulak, LL.B.	Ottawa, Ont.

## Historical Background

The Bureau of Pensions Advocates was established under *Part II of An Act to amend the Pension Act* (RSC 1970 c. 22 [2nd Supp]). Prior to March 31, 1971, the bureau had been the Veterans Bureau Branch within the Department of Veterans Affairs. Today the bureau is not part of the department but it does, from time-to-time, make such reports to the Minister as he may direct.

## **Overall Responsibilities**

The bureau provides a legal aid service, which includes the acceptance of claims, the searching of records, the identification of evidence, the counselling of applicants and the preparation and presentation of claims to the adjudicating bodies (Canadian Pension Commission and Pension Review Board). These services are provided by professional advocates and support staff located in eighteen cities throughout Canada.

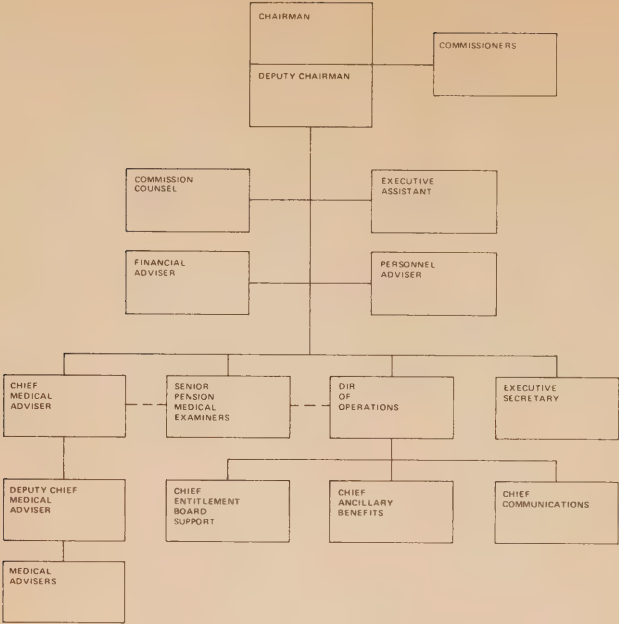
The relationship between the bureau and an applicant or pensioner requesting assistance is that of a solicitor and client. The bureau is not required to disclose any information or material in its possession relating to an applicant or pensioner in any proceedings before the Canadian Pension Commission, an Entitlement Board, or the Pension Review Board.

**Additional Information** — inquiries from pension applicants, pensioners or dependants may be made to the Chief Pensions Advocates and his staff at head office, or to the district pensions advocates at any of the offices across Canada.

**Parliamentary Committee** — Standing Committee on Veterans Affairs.

**Auditor** — Auditor General of Canada.





# Canadian Pension Commission

## Head Office

Veterans Affairs Building  
Lyon and Wellington Streets  
Ottawa, Ontario  
K1A 0P4

## Minister

Minister of Veterans Affairs

## Members of Commission

Chairman, A.O. Solomon, Q.C., C.D., B.A., LL.B., BPA

Deputy Chairman, H.J. Clarke

### Commissioners

L.E. Blais, M.D.

P. Boyce, C.D.

E.L. Davey, M.D., D.P.H., FRCP(C)

J.C.A. Garneau, C.D.

C.L. Glibbery

R.F.L. Hanna, M.B.E., B.A.

J. Hebda

C.K.H. Kendall

D.A. Knight, B.A., LL.B.

R. Labrosse, M.C., C.D.

G. Lasalle, M.D.

C. Legault

M.M. MacDonald

M.L. MacFarlane, BCL

R.M. McDonald, C.D.

J.B. Morison

Y. Paré

F.I. Ritchie, Q.C., B.A., BCL

R.J. Teillet, P.C.

J.L. Thompson, M.D.

J.L. Wightman, B.A., C.D.

## Principal Officers

Chief Medical Adviser .....	C.N. Brebner, M.D., FRCS(C)
Director of Operations .....	C.R. Fahie, B. Sc.
Chief, Ancillary Benefits Branch .....	D. Boulet, B.A.
Commission Counsel .....	T.R. Giles

## Historical Background

Formerly the Board of Pension Commissioners, the Canadian Pension Commission was established originally in 1916 as the first organization created to deal solely with war pensions (the work of paying and administering pensions for war service in the Canadian Armed Forces formerly performed by the Pensions and Claims Board of the Department of National Defence). In 1933, an amendment to the *Pension Act* abolished the Board of Pension Commissioners and created the Canadian Pension Commission with powers and functions similar to its predecessor. The present membership on the Commission allows for up to 14 commissioners and for 10 ad hoc commissioners.

## Overall Responsibilities

The Commission has full and unrestricted power and authority, and exclusive jurisdiction to deal with, and adjudicate upon, all questions relating to the award, increase, decrease, suspension, or cancellation of any pension under the *Pension Act* (with respect to disability or death incurred on or attributable to military service with the Canadian Armed Forces since the commencement of World War I), and to the recovery of any overpayment which may have been made. In addition, the Commission considers (under special authority contained in the Act) applications for the supplementing to Canadian rates of pensions awarded Canadians who, domiciled in Canada at the outbreak of World Wars I or II, served with the Imperial or Allied forces during either of those two wars, as a consequence of which they were awarded pensions by the governments of those countries. Under the terms of the Act, the Commission also considers applications for pension at Canadian rates from such Canadians whose claims have been rejected by the government of the country in whose forces they served.

Entitlement Boards, each consisting of three Commissioners, travel to various centres across Canada in order to hold hearings to consider appeals made by applicants who are dissatisfied with the Commission's decisions made at the first level of adjudication.

The Commission also administers:

- (a) the *Compensation for Former Prisoners of War Act* which came into effect on 1 April 1976 and provides for the payment of compensation to eligible persons who were prisoners of war for three months or more during and following World War II.
- (b) the *Halifax Relief Commission Pension Continuation Act*. The Halifax Relief Commission, established to assist victims of the Halifax Explosion which occurred in 1917, was incorporated by an Act of the General Assembly of Nova Scotia in 1917 and confirmed by an Act of the Parliament of Canada in 1918. By 1975 the role of the Halifax Relief Commission had greatly diminished and in early 1976 legislation was passed by the Government of Nova Scotia and by the Government of Canada which dissolved the Halifax Relief Commission, transferred the funds to Canada and authorized the Canadian Pension Commission to assume the responsibilities to continue to pay the pensions, grants, and allowances which were in effect, and to make such payments to any person the Canadian Pension Commission determines is eligible.
- (c) Parts I to X of the *Civilian War Pensions and Allowances Act* which makes provision for a number of groups who were specially engaged during World War II (including merchant seamen, auxiliary services personnel, fire-fighters who served in the United Kingdom, special constables with the Royal Canadian Mounted Police, overseas welfare workers, and others in this category).

The Commission is responsible also for the:

- (a) authorization and payment of monetary grants accompanying certain gallantry awards granted members of the Canadian Armed Forces;
- (b) adjudication upon claims for pension for injury or disease made by certain members of the Royal Canadian Mounted Police;
- (c) expressions of opinion under the *Defence Service Pension Act*;
- (d) claims under the *Special Operators War Service Benefits Act*, and the supplementing of pensions paid under the *Women's Royal Naval Services and the South African Military Nursing Service (Benefits) Act*;
- (e) claims made under the *Civilian Government Employees (war) Compensation Order*;
- (f) claims made under the *Flying Accidents Compensation Order*;

- (g) administration of certain trust funds donated to the Commission for relief of urgent cases of emergency and distress;
- (h) provision of advice under the Penitentiary Inmates Accident Compensation Terms and Conditions; and
- (i) claims under the Special Indemnity Plan for Dependents of Canadian Forces Attachés.

## Organization and Programs

In addition to the executive officers, there are three main branches at the Commission's head office: the Medical Advisory Branch, the Operations Branch, and the Secretariat Branch.

### Medical Advisory Branch

This branch is responsible for reviewing medical evidence and for providing medical advice to the Commission on such matters as the relationship of a disability to service, and the assessment of pensionable disabilities.

### Operations Branch

This branch is responsible for the general operations of the Commission. This includes the direction of district offices, and the processing of dependent's pensions and other ancillary benefits.

### Secretariat Branch

This branch is responsible for the recording, promulgation and implementation of policy decisions and provides direct support services to the Commission.

### Regional Offices

The Commission maintains offices at:

Veterans Pavilion,  
General Hospital  
St. John's, Nfld.  
A1C 5V4

Camp Hill Hospital  
Robie Street  
Halifax, N.S.  
B3H 3G2

Dominion Building  
Queen and Richmond Streets  
Charlottetown, P.E.I.  
C1A 7M8

West Saint John  
Community Hospital  
Saint John, N.B.  
E2L 4J7

Le Centre Hospitalier de  
L'Université Laval  
2705 Blvd. Laurier  
Ste. Foy, Québec  
G1V 4G2

Queen Mary Veterans Hospital  
4545 Queen Mary Road  
Montréal, Québec  
H3W 1W4

National Defence Medical Centre  
Alta Vista Drive  
Ottawa, Ont.  
K1A 0K6

Sunnybrook Hospital  
2075 Bayview Avenue  
Toronto, Ont.  
M4P 2H2



Federal Building  
Worthington and Ferguson Streets  
North Bay, Ont.  
P1B 8J4

Victoria Hospital  
Westminster Campus  
777 Base Line Rd.  
London, Ont.  
N6A 4L6

Deer Lodge Hospital  
2109 Portage Avenue  
Winnipeg, Man.  
R3J 0L3

Motherwell Building  
Rose St. and Victoria Ave.  
Regina, Sask.  
S4P 3R4

Colonel Belcher Hospital  
12th Avenue and 4th Street S.W.  
Calgary, Alta.  
T2R 0X7

Shaughnessy Hospital  
4500 Oak Street  
Vancouver, B.C.  
V6H 3N1

National Revenue Building  
Main and Caroline Streets  
Hamilton, Ont.  
L8N 3J9

New Federal Building  
120 Clarence Street  
Kingston, Ont.  
K7L 1X4

Federal Building  
1st Ave. and 22nd St.  
Saskatoon, Sask.  
S7K 0E6

Colonel Mewburn Pavilion  
University of Alberta Hospital  
806-112th Street  
Edmonton, Alta.  
T5K 1H7

Custom House  
816 Government Street  
Victoria, B.C.  
V8W 1W8

**Additional Information** — all queries should be directed to the Secretary.

**Parliamentary Committee** — Standing Committee on Veterans Affairs.

**Auditor** — Auditor General of Canada.

# Pension Review Board

## Head Office

Trebla Building  
423 Albert St.  
Ottawa, Ont.

## Mailing Address

Veterans Affairs Building  
284 Wellington Street  
Ottawa, Ont.  
K1A 0P4

## Minister

Minister of Veterans Affairs

## Members of the Board

Chairman, René N. Jutras (4/81)	Aylmer, Qué.
Deputy Chairman, W. Pendleton Power (9/83)	Ottawa, Ont.
Other Members	
Margaret A. Fullerton (12/78)	Ottawa, Ont.
Jean R. Miquelon, Q.C. (9/78)	Ottawa, Ont.
Frank O. Plant, Q.C. (4/81)	Ottawa, Ont.
H. Donovan Joy, <i>ad hoc</i> (6/78)	Ottawa, Ont.
James M. Cameron, <i>ad hoc</i> (6/78)	Ottawa, Ont.

## Principal Officers

Executive Secretary and Registrar, D. Maurice Loyer	Hull, Qué.
Legal Adviser, George A. MacKay	Ottawa, Ont.
Assistant Secretary, Paul A. Martel	Gatineau, Qué.

## Historical Background

The Board was established under section 75 of *An Act to amend the Pension Act* (RSC 1970 c. 22 [2nd Supp.]).

The Board, an appeal tribunal, is independent from the Canadian Pension Commission, and the Department of Veterans Affairs.

## Overall Responsibilities

The board has the authority to determine any questions of law or fact as to whether a person is entitled to an award under this Act and the amount of any such award, and the decision of the board is final and binding for all purposes of this Act (meaning the *Pension Act*). The Board also is authorized to entertain any request for an interpretation of the *Pension Act* made by the Canadian Pension Commission, the Chief Pensions Advocate, or any veterans' organization incorporated by or under any Act of Parliament.

The Board may sit and hear appeals only in the National Capital Region.

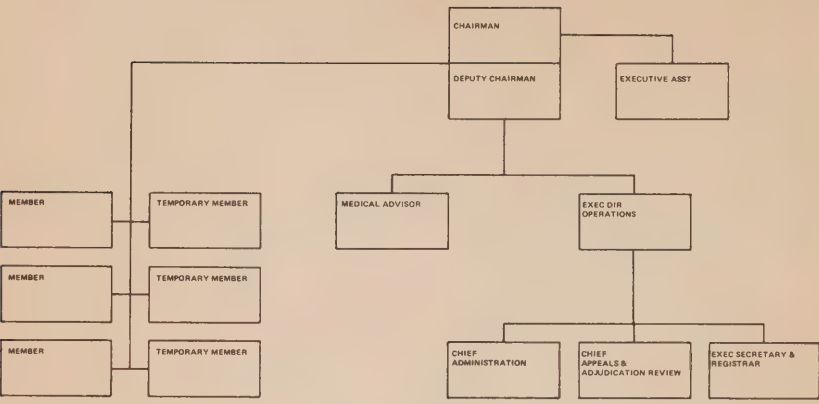
Any applicant who is dissatisfied with a final decision of the Canadian Pension Commission may appeal that decision to this Board.

**Additional Information** — may be obtained from the executive secretary. The reports of the board are published under the title of *Pension Review Board Reports/Recueil des arrêts du Conseil de révision des pensions*. The reports, which contain significant or precedent-making decisions, are available free of charge from Public Relations Directorate, Department of Veterans Affairs, Ottawa K1A 0P4.

**Parliamentary Committee** — Standing Committee on Veterans Affairs.

**Auditor** — Auditor General of Canada.

War Veterans Allowance Board



# War Veterans Allowance Board

## Head Office

Veterans Affairs Building  
284 Wellington Street  
Ottawa, Ontario  
K1A 0P4

## Minister

Minister of Veteran Affairs

## Members of the Board

Chairman .....	D.M. Thompson
Deputy Chairman .....	J.U. Doucet
Members .....	H.B. Merserau, D.T. McFarlane, H.M. Favreau, M.D. Cameron, J.R. Tremblay, C.E. Stewart

Additional Members without remuneration

Deputy Minister of Veterans Affairs

Dominion Secretary — Royal Canadian Legion

## Principal Officer

Executive Director, Operations ..... R. Prud'homme

## Historical Background

The War Veterans Allowance Board was established in 1936 to replace the War Veterans Allowance Committee as the agency responsible for the administration of the *War Veterans Allowance Act*, which was enacted in 1930.

The Act was designed to provide an allowance for war veterans who, because of the rigors of theatre-of-war service, were deemed to be "pre-aged" and thus were unable to support themselves and their families. These veterans suffered in varying degrees from the after-effects of the physical and psychological stresses of their service; many had not been wounded, but they were casualties of the war.

## Overall Responsibilities

The Board acts as a court of appeal for applicants and recipients who are aggrieved by any decision of a District Authority. The Board may on its own initiative review any adjudication made by a District Authority, and alter or reverse such adjudication. The Board may, at any time, review and alter its own former decisions. It also advises the Minister in matters requiring regulations by the Governor-in-Council.

## Allowances

From 1930 until the spring of 1973, the allowances were subject to a means test, with the amount of other income and assets being limited. Now it is a "modified income-tested" program, which ignores the assets themselves but takes into account the income they produce.

Since October 1, 1973, and quarterly thereafter, the income levels are increased in accordance with the increase in the cost-of-living, except the escalation for orphans' income levels continues to be on an annual basis. As of January 1, 1978, the maximum allowance payable to a single recipient is \$253.28 a month, and a recipient at the married rate could be paid a maximum allowance of \$432.08 a month. In effect since April 1, 1974, the rates for orphans were increased to \$125.00 per month for each orphan, less any amount payable under the *Family Allowances Act*, 1973, for that orphan. Effective January 1, 1975, and on January 1 of each succeeding year, the income level will be increased in accordance with the rise in the cost-of-living.

Since April 1, 1974, the allowance paid on behalf of a child of a widow, widower or unmarried veteran or an allowance paid to an orphan is continued to age 25 as long as the child or orphan continues his education; otherwise, the allowance paid is discontinued at age 17.

Since October 1, 1974, the Act provides for the payment of an additional monthly allowance (less family allowances paid child under the *Family Allowances Act* for each dependent child of a widow, widower or unmarried veteran after the first, and for each dependent child of all other recipients.

Similar benefits were made available in 1962, under Part XI of the *Civilian War Pensions and Allowances Act*, to merchant seamen, ferry pilots, special operators, auxiliary workers and others who, during World War I or World War II, served in the para-military organizations specified in that Act.

Certain categories of income and casual earnings up to specified amounts are exempt from the income calculations; and veterans who are WVA recipients, or would be but for the receipt of Old Age Security, are eligible for free treatment for any condition.

**Additional Information** — enquiries concerning allowances should be directed to the Executive Secretary and Registrar.

**Parliamentary Committee** — Standing Committee on Veterans Affairs.

**Auditor** — Auditor General of Canada.

# Glossary of Terms

Italicized words are defined elsewhere in the Glossary.

**Act** — see *legislation*.

**Address to His Excellency the Governor General** — a synonym for *Order of the House*.

**Adjournment** — the end of the sitting (of the House) with the object of holding that sitting the following day or at some later date. The term will often be used — The House is adjourned until . . .

**Administration** — sometimes referred to as the federal administration; both are used synonymously to mean the *Government of Canada*.

**Advisory Board/Council** — a *branch of government* that generally makes recommendations to a *Cabinet Minister*, but does not implement those recommendations. Boards and councils are often composed of members who represent interest groups. Secretariat services are generally provided by the Minister's department, and funds come from departmental program monies, or through a contribution or grant. Some boards/councils have no federal representation, some have a few, and others are exclusively composed to federal servants.

**Agencies of the State** — a synonym for a *branch of government*.

**Agency** — a synonym for a *branch of government*, and a term used in the federal government to mean any *legal entity* which is not a department or a *Crown corporation*. The term should not be confused with an *Agency corporation*.

**Agency corporation** — an agency corporation is defined as a *Crown corporation* that is an *agent of Her Majesty* in right of Canada, and is responsible for the management of trading or service operations on a quasi-commercial basis, or for the management of procurement, construction, or disposal activities on behalf of Her Majesty in right of Canada. A complete list of agency corporations is appended to Schedule C of the Financial Administration Act. Additions and deletions are published in Part II of the Canada Gazette.

**Agent of Her Majesty (in right of Canada)** — a term applied to a *branch of government* that has a contractual arrangement to act as an agent on behalf of the *Government of Canada*. The arrangement changes from agent to agent. Each is outlined in the enabling legislation (i.e. the Act of Parliament that created each branch of government).

**Appointments by Order-in-Council** — often referred to as *Order-in-Council* appointments or appointees. These officers are designated by the *Governor-in-Council* to perform certain statutory functions. Heads of Agencies are all appointed by Order-in-Council. All appointments are published in Part I of the Canada Gazette.

**Appropriation Act** — an Act of Parliament that authorizes the expenditure of public funds for specific purposes.

**Blue Book** — a term generally applied to federal government publications found in blue paper, however, the term generally refers to the Estimates (sometimes referred to as the Main Estimates as opposed to the Supplementary Estimates). The main Estimates are Tabled in the House some time in February by the President of the Treasury Board.

**Branch of government** — any part or portion of the federal government the head of which reports to or through a *Cabinet Minister*.

**British Commonwealth** — see *Commonwealth*.

**British North America Act** — Canada's written constitution.



**By, under, pursuant to** — The terms as used in the Organization of the Government of Canada have the following meanings:

- (a) **by** — indicates that the Act bears the same name as the *branch of government* (e.g. Air Canada was created by the Air Canada Act);
- (b) **under** — indicates that a section of the Act created the *branch of government* (e.g. the Maritime Pollution Fund was created under section . . . of the Canada Shipping Act).
- (c) **pursuant to** — indicates that the Act contains an all encompassing phrase such as "The Minister may create as many advisory boards as he deems necessary for the . . ." The Act is the authority, however, the device generally used to create the *branch of government* is an *Order-in-Council*.

**Cabinet** — a popular name for the Canadian Ministry. The Term — the Cabinet — is more commonly applied to the Government of the Day. The *Cabinet* is the deliberative body summoned to meet at the behest of the *Prime Minister* to discuss, in private, questions of government policy.

**Cabinet Minister** — a synonym for the official title *Member of The Queen's Privy Council for Canada*.

**Canadian Government** — a synonym for the *Cabinet*.

**Canadian Ministry** — the official term used by the Orders in Council Office (of the Privy Council Office) for the list of members of the *Cabinet*.

**Capital Budget** — those amounts intended to be used for the acquisition or building of or construction of fixtures, buildings, furniture that have a long life and are of significant value.

**Civil Service** — a former name of the *Public Service*.

**Commission** — can be used as a synonym for *branch of government*.

**Commission of Inquiry** — sometimes used as a synonym for a Royal Commission.

**Committee of the Queen's Privy Council for Canada** — can mean either the *Cabinet*, and the *Treasury Board*.

**Committees** — after receiving second reading, each bill is usually referred to a committee to undergo detailed study and possible amendment. In both *Houses*, committees are of five main types. *Standing Committee*, *Standing Joint Committee*, *Special Committee*, *Special Joint Committee*, and *Committee of the Whole House*.

**Standing and Standing Joint Committees** — standing committees are provided for in the Rules of the Senate and in the Standing Orders of the House of Commons. There are also standing joint committees (i.e. having both Senate and Commons membership). Committee names suggest the subject matter with which each is concerned (e.g. Agriculture, Public Accounts, Regional Development, Finance, Trade and Economic Affairs). In the Senate, a Selection Committee, and in the House of Commons, a Striking Committee, place the members on the committees. Most standing committees consist of 20 members. Members may serve on more than one committee. In the House of Commons committees all political parties are represented in approximately the same proportion as their relative membership in the *House*. Standing committees are investigatory and legislative in nature. They inquire into and study all matters referred to them. They may send for persons, papers and records and they report to their respective *Houses*. As a rule, committee meetings are open to the public.



**Committee of the Whole House** — consists of all the Members of the House of Commons. When the House resolves itself into a Committee of the Whole, the entire House is acting as a committee and is presided over by a chairman, not by the speaker. The special function of this committee is the discussion of details and to this end procedure is more flexible. In the House of Commons, Committees of the Whole study in detail all bills dealing with Supply, Ways and Means, and certain other public interest bills which the House decides to refer to a *Committee of the Whole*. The Senate seldom resolves itself into a *Committee of the Whole*, relying almost exclusively on its standing committees for the detailed examination of bills.

**Special Committee and Special Joint Committee** — special committees function in the same manner as *standing committees*, but they are created in response to specific circumstances and needs. The field of inquiry of special committees is generally narrower in scope than that of the *standing committees*, as they are usually appointed to consider a particular topic, petition or bill. They exist from their appointment until they have presented their final report.

**Commonwealth** — British Commonwealth, Commonwealth of Nations, or British Commonwealth of Nations means the association of countries named in the schedule to the Interpretation Act. (The Schedule is amended whenever the occasion arises. Amendments are made by Order-in-Council, and the Proclamation is issued and published in Part I of the Canada Gazette.)

**Constitution** — see *British North America Act*.

**Corporate agency** — a synonym for Crown corporation.

**Corporation** — can be used as a synonym for a *branch of government* having corporate form, or a *Crown corporation*.

**Council** — can be used as a synonym for *branch of government*. Sometimes used to mean the *Queen's Privy Council for Canada*.

**Crown** — a synonym for the Queen, her representative (the Governor General), or the government as a whole.

**Crown corporation** — any *agency of the federal government* that reports to or through a *Minister of the Crown*. The expression also includes those agencies as listed in Schedule B (*Departmental corporation*), Schedule C (*Agency corporation*), and Schedule D (*Proprietary corporation*) of the Financial Administration Act. Crown corporations are established either by an Act of Parliament, or by letters patent under the Canada Corporations Act *pursuant to* the enabling legislation.

**Delegated legislation** — regulations made by the *Executive*. The expression means that an administrative authority is allowed to make a regulation only when Parliament had delegated to it the power to do so.

**Departmental corporation** — a *Crown corporation* that is a servant or *agent of Her Majesty* in right of Canada and is responsible for administrative, supervisory or regulatory services of a governmental nature.

**Departmental Ministers** — *Ministers of the Crown* who occupy offices created by *statute* to which are attached powers, duties and functions defined by *statute*; have the supervision and control over a portion of the *public service* known as a department; are limited in number by the number of statutory ministerial offices; have salaries provided for by title in the Salaries Act; and seek appropriations from Parliament to cover the cost of the activities for which they are responsible.

**Deputy head** — means the non-elected head of a department, a person having by law the status of a deputy head, and includes the chairman, president, or other chief executive officer of any *branch of government* other than a department, as listed in Schedule A of the Financial Administration Act. This includes such titles as: Chairman, Chief Commissioner, Chief Statistician, Clerk of the . . . , Commissioner, Deputy Minister, Deputy Postmaster General, Deputy Solicitor General, Director General, Dominion Archivist, Governor, Master, National Librarian, Parliamentary Librarian, President, Secretary, Secretary-General, Secretary of the . . . , Superintendent of . . . , Under-Secretary of . . .

**Deputy Minister** — see *Deputy head*.

**Designated by the Governor-in-Council** — means that a *Member of the Queen's Privy Council* has been given certain statutory responsibilities (i.e. contained in an Act of Parliament). The method of designation, called an *Order-in-Council*, is an administrative device used to carry out an *executive order*.

**Director General** — when the title is used to mean a senior Principal Officer then it is used as a synonym for a deputy head.

**Dissolution** — means the Parliament ceases to exist until a general election is held and a new Parliament convened.

**Enactment** — means an act or regulation or any portion of an act or regulation.

**Estimates** — see *Blue book*.

**Executive** — that portion of the *Government of Canada* that executes the law.

**Executive power** — in law, executive power is exercised through the *Governor-in-Council*.

**Ex officio** — means that by virtue of one position, the incumbent automatically fills another (e.g. the Minister of Justice by virtue of his position is also Attorney General of Canada). The concept is expressed "The Minister of Justice is *ex officio* Attorney General of Canada. The expression is used throughout the *federal government*.

**Federal administration** — see *Administration*.

**Federal boards, commissions, and other tribunals** — for the purposes of the Federal Court Act the above expressions mean any body or person having, exercising or purporting to exercise jurisdiction or powers under an Act of Parliament of Canada other than a superior, district or county court of a province or other body set up by provincial legislation.

**Fiscal year** — the period beginning on the 1st day of April in one year and ending on the 31st day of March in the next year.

**Government** — means those members of the *Queen's Privy Council for Canada* who comprise the Government of the Day (i.e. the *Cabinet*). However, government (small g) means the federal government as a whole.

**Government of Canada** — formal, legal title applied to the federal government, generally used to indicate everything emanating from or sanctioned by. See *Cabinet*.

**Governor** — used in the context of a *branch of government* that has a corporate form. No connection to governor general, or *Governor-in-Council*. The term is widely used in banking and academic circles.

**Governor General** — representative of the Queen in Canada. The Governor of Canada, or Governor General means the Governor General for the time being of Canada, or other chief executive officer or administrator for the time being carrying on the *Government of Canada* on behalf of and in the name of the Sovereign, by whatever title he is designated.

**Governor General's Council** — synonym for *Governor-in-Council*.

**Governor General in Council** — a synonym for *Governor-in-Council*.

- Governor-in-Council** — The Governor-in-Council — the *Governor General* acting on the advice of the *Privy Council* — is the formal *executive* body which gives legal effect to those decisions of *Cabinet* that are to have the force of law.
- Governor of Canada** — see *Governor General*.
- Grants and contributions** — a grant or contribution is a payment other than for goods and services made for the purpose of furthering program objectives. A grant differs from a contribution in that a contribution is subject to audit by a representative of the *federal government*, while a grant is not.
- Great Seal of Canada** — is issued in the name of the reigning *sovereign*, the seal is affixed to formal documents (such as proclamations, commissions, land grants). The phrase generally used is "...by instrument under the Great Seal of Canada is...", or "...appointed on the advice of *Prime Minister* by commission under...".
- Green Paper** — statement of proposed policy; basis of discussion.
- Hansard** — popular name given to the Debates of the House of Commons, and/or the Debates of the Senate.
- House/Houses** — a term used in an either/or situation for either the House of Commons (The Lower...), or the Senate (The Upper...).
- Instrument of advice** — can mean a letter, however when the term is used in connection with ministerial appointments, it means a letter from the *Prime Minister* to the *Governor General* in which *Cabinet* changes are made.
- Judiciary** — is that portion of the *Government of Canada* that interprets the law.
- Legal entity** — for the purposes of the *Estimates* Special Votes and Special Vote Structures, a legal entity is defined as a unit of *government* operating under an Act of Parliament and responsible to a *Minister of the Crown*.
- Legal name** — means that name which appears in the enabling legislation (act) Proclamation, *Order-in-Council*, or other *instrument* used by the *Government* to bring into existence a *branch of government*.
- Legislation** — statutes adopted by Parliament in the exercise of its legislative powers are originally introduced as bills and may originate in the House of Commons or Senate. All bills must be read three separate times in each *House*, be adopted by both *Houses*, and receive *Royal assent* in order to become law. Some laws are in force upon *Royal assent*. Others must be proclaimed in force by *Order-in-Council*. All Proclamations appear in Part I of the Canada Gazette.
- Legislative power** — the power to enact general rules of conduct, which confer legally enforceable rights on citizens and impose legally enforceable obligations upon them.
- Legislature** — that portion of the *Government of Canada* that enacts laws.
- Letters Patent** — an official document giving a person or a corporation authority from a *government* to do some act or have some right.
- Person-year** — a period of time worked by one person in one year if employed full-time, or equivalent, such as two persons working six months.
- Maritimes, Maritime provinces or regions** — includes Nova Scotia, Prince Edward Island, New Brunswick. (see also Atlantic Provinces)
- Member of Parliament** — can mean a member of either *House*, but commonly understood to mean a member of the House of Commons.
- Member of the Queen's Privy Council for Canada** — see *Queen's Privy Council for Canada*.

**Minister Designated** — see *Designated by*

**Ministers of State for Ministries** — preside over each ministry of state established.

A Minister of State is appointed by commission under the *Great Seal of Canada*. This *Minister* holds office during pleasure during the existence of the ministry and has the management and direction of the ministry. In addition to the powers, duties and functions specified in the Proclamation establishing the ministry, the powers duties and functions of the *Minister*, extend to and include such other matters as are assigned or transferred to the Minister or the Ministry by or pursuant to any Act of the *Parliament of Canada*.

**Ministers of State** — a Minister of State appointed by commission under the *Great Seal*, other than a Minister who presides over a Ministry of State,

- (a) may be assigned by the *Governor-in-Council* to assist any minister or ministers having responsibilities for any department or other portion of the *public service of Canada* in the carrying out of those responsibilities; and
- (b) shall exercise or perform such of the powers, duties or functions of any minister or ministers having responsibilities for any department or other portion of the *public service of Canada* as may be assigned or transferred to him pursuant to any Act of the *Parliament of Canada*. Where a Minister of State referred to in section 23 of the Minister and Ministries of State Act is assigned to assist a Minister having responsibilities for any department or other portion of the public service of Canada, or has assigned or transferred to him any powers, duties or functions of any such minister, the minister of State shall, in providing such assistance or in exercising or performing such powers, duties or functions, make use of the services and facilities of that department or portion of the *public service*.

**Ministries of State** — where it appears to the *Governor-in-Council* that the requirements for formulating and developing new and comprehensive policies in relation to any matter or matters coming within the responsibility of the *Government of Canada*, warrant the establishment for the time being of a special portion of the *public service of Canada*, presided over by a minister charged with responsibility for the formulation and development of such policies, the *Governor-in-Council* may, by proclamation, establish a Ministry of State for that purpose.

A proclamation establishing a Ministry of State shall:

- (a) state the name of the ministry;
- (b) specify the matter or matters in relation to which the minister for the ministry is to formulate and develop policies, and
- (c) specify the powers, duties and functions to be assigned to the minister for the ministry in relation to the formulation and development of those policies.

The *Governor-in-Council* may, by proclamation, from time to time, change the name of a Ministry of State or vary any matter set out in the proclamation establishing the Ministry.

The Governor-in-Council may, by proclamation, terminate the existence of a Ministry of State.

**Ministry** — means those Members of the Privy Council that make up the *Cabinet* however, the term also can mean a minister's *portfolio* (i.e. a minister's total responsibility). Ministry used in this sense does not have the same meaning as *ministry of state*. The expression also is used as a synonym for the *Cabinet*.

**Ministry of the Day** — a synonym for the *Cabinet*.

**Notice Paper** — see *Order Paper*

**Office of Her Majesty** — a term used to signify those individuals appointed by *Order-in-Council* to hold office in any *branch of government*.

**Order-in-Council** — is an order of the *Governor-in-Council*.



**Order-in-Council appointments** — see *designated by the Governor-in-Council*.

**Order of the House** — is when the House of Commons adopts a motion for the production of papers with or without debate. The order is recorded in *Votes and Proceedings*. These in turn are revised and printed in a bound volume known as *Journals of the House of Commons of Canada*.

**Order Paper** — is the popular name given to Order of Business and Notices (the daily agenda of the House of Commons).

**Parliament of Canada** — constitutes the *Queen*, the appointed Upper House called the Senate, and the elected Lower House called the House of Commons.

**Parliamentarian** — is an authority on the rules and usage of parliamentary procedure. Members of Parliament may or may not be parliamentarians.

**Parliamentary Secretary** — is a Member of *Parliament* appointed to assist a *Cabinet Minister* in his duties. Appointments are for one year.

**Portfolio** — is often used as a synonym for ministerial responsibilities (both statutory and non-statutory), for example, includes Transport portfolio.

**Precedence** — the phrase used is "according to precedence", and, when applied to the Canadian *Ministry* means that except for the Prime Minister, *Cabinet Ministers'* names are listed in order of seniority according to when each was sworn to the Privy Council.

**Prime Minister** — chief executive, and head of *government*; sometimes referred to as the First Minister.

**Privy Council** — is the short informal name for the *Queen's Privy Council for Canada*. The title is not to be confused with the *Privy Council Office*. The Privy Council is an advisory body to the *Crown*. Membership is determined by the *Governor General* on the advice of the *Prime Minister*, and no Minister may hold office without first being sworn to the Privy Council. Membership is for life, although by convention only those *Privy Councillors* who are also members of the *Cabinet* may advise the *Crown*.

**Privy Council Office** — is the *Prime Minister's* department.

**Privy Councillors** — are members of the *Queen's Privy Council for Canada*. Membership is for life. A member is styled Honourable, and may use the initials P.C. after his name. Being a member does not necessarily mean being a member of the *Cabinet*.

**Pro forma bill** — the introduction of such a bill in each *House* at the start of every session is the perpetuation of the claim of *Parliament* to sit and act without leave from the *Crown*.

**Proprietary corporation** — is defined as a Crown corporation that:

- (a) is responsible for the management of lending or financial operations, or for the management of commercial or industrial operations involving the production of or dealing in goods, and the supplying of services to the public; and
- (b) is ordinarily required to conduct its operations without parliamentary appropriations.

**Prorogation** — means the act by which a session of Parliament is brought to an end.

**Public corporation** — is a synonym for a *Crown corporation*.

**Public officer** — includes any person in the *Public Service* of Canada:

- (a) who is authorized by or under an enactment to do or enforce the doing of an act or thing or to exercise a power; or
- (b) upon whom a duty is imposed by or under an enactment.

**Public officers** — every *public officer* appointed before, on or after the 1st day of September 1967, by or under the authority of an *enactment* or otherwise, shall be deemed to have been appointed to hold office during pleasure only, unless it is otherwise expressed in the *enactment* or in his commission or appointment.

**Public organization** — means a *branch of government* when used within the context of the *federal Public Service*.

**Public Service** — means those *branches of government* as listed in Schedule I, Part 1 of the Public Service Staff Relations Act (additions and deletions to the Schedule are published as SOR's in the Canada Gazette Part II, but the references are also indicated in the latest Table of Public Statutes [found at the back of the most recently published Statutes of Canada]).

**Pursuant to** — see *By, under*

**Queen** — see *Sovereign*

**Queen's Advisors** — are the members of the *Queen's Privy Council for Canada*.

**Queen's Printer** — is the title held by the Deputy Minister of Supply (Department of Supply and Services), every copy of an enactment having printed thereon what purports to be the name or title of the Queen's Printer and Controller of Stationery of the Queen's Printer shall be deemed to be a copy purporting to be printed by the Queen's Printer for Canada. (SC, 1967-68 c. 7 sec. 24; SC 1968-69 c. 28, sec. 105).

**Queen's Privy Council for Canada** — the formal name for the *Privy Council*. The council aids and advises the *Government of Canada*.

**Regulation** — The general meaning of any exercise of legislative power under the authority of a statute. A regulation, therefore, has the force of law. Includes an order, *order-in-council*, order prescribing regulations, rule, rule of court, form, tariff, of cost or fees, *letters patent*, commission, warrant, proclamation by-law, resolution or other *instrument* issued, made or established (a) in the execution of a power conferred by or under the authority of an Act, or (b) by or under the authority of the *Governor-in-Council*.

**Repeal** — includes revoke or cancel.

**Right Honourable** — the Governor General, Prime Minister and Chief Justice of Canada can use this title for life upon assuming office (see Table of Titles available from Secretary of State).

**Royal assent** — the Clerk of the Parliaments endorses on every Act, immediately after the title, the day, month and year when the Act was assented to in Her Majesty's name; this endorsement is taken to be a part of the Act, and the date of assent is taken to be a part of the Act, therefore the date of assent is the date the Act commences, if no other date is provided.

**Royal Commission** — a task force. Only three Acts allow for these commissions to be established: the Inquiries Act, the Canada Shipping Act, the Territorial Lands Act.

**Secretary, Secretary-General, Secretary of the ...** — a synonym for *deputy head* when the title is used for the senior principal officer.

**Servant of Her Majesty** — a term used to signify an individual appointed under the *Public Service Employment Act*.

**Sovereign** — head of *State* in whom formal *executive* power is vested.

**Statute** — See *legislation*.

**Statutory Instrument** — means any rule, order, regulation, ordinance, direction, form, tariff of costs or fees, letters patent, commission, warrant, proclamation, by-law, resolution, or other instrument issued, made or established. (For a more detailed description refer to An Act to provide for the examination, publication and scrutiny of regulations and other statutory instruments — short title Statutory Instruments Act).

**Subordinate legislation** — a synonym for *delegated legislation*.

**Unclassified Crown corporation** — a term used in the Canada Yearbook to group those *Crown corporations* which are not included in the Schedules of the Financial Administration Act.

**Under** — see *By*

**Votes** — when used in connection with the *Estimates*, votes refer to items which Parliament is asked to approve through Appropriation Acts. Generally speaking, there is usually only one vote for each program. Exceptions are outlined in the Preface to the Estimates.

**Votes and Proceedings** — the official record of the proceedings of the *House*.

**White Paper** — a statement of final, decided policy.



# Acronyms and Abbreviations

<b>Acct</b>	account/accounting	<b>CNR</b>	Canadian National Railways
<b>ACS</b>	Assistant Chief Statistician	<b>Co</b>	Company
<b>ADB</b>	Atlantic Development Board	<b>CPS</b>	Canadian Penitentiary Service
<b>ADM</b>	Assistant Deputy Minister	<b>CRTC</b>	Canadian Radio-television and Telecommunications Commission
<b>Admin</b>	Administration/Administrative	<b>Ctr</b>	centre
<b>ADPMG</b>	Assistant Deputy Post Master General	<b>CWB</b>	Canadian Wheat Board
<b>AECB</b>	Atomic Energy Control Board	<b>CWS</b>	Canadian Wildlife Service
<b>AECL</b>	Atomic Energy of Canada Limited		
<b>AES</b>	Atmospheric Environment Service	<b>Dep</b>	Deputy
<b>Agr</b>	Agriculture	<b>Dep Dir</b>	Deputy Director
<b>Alta.</b>	Province of Alberta	<b>Dep Dir Gen</b>	Deputy Director General
<b>APPDA</b>	Atlantic Provinces Power Development Act	<b>Dept</b>	department
<b>ARDA</b>	Agricultural and Rural Development Act	<b>Dept'l</b>	departmental
<b>Assoc</b>	Associate	<b>Dir</b>	director
<b>Asst</b>	Assistant	<b>Dir Gen</b>	Director General
		<b>Dirs</b>	Directors
		<b>Div</b>	division
<b>B&amp;B</b>	Bilingual and Bicultural	<b>DND</b>	Department of National Defence
<b>BBG</b>	Board of Broadcast Governors	<b>DPW</b>	Department of Public Works
<b>B.C.</b>	Province of British Columbia	<b>DREE</b>	Department of Regional Economic Expansion
<b>Bd</b>	board	<b>DSS</b>	Department of Supply and Services
<b>B.N.A. Act</b>	British North America Act	<b>DVA</b>	Department of Veterans Affairs
<b>B of C</b>	Bank of Canada		
<b>Br.</b>	Branch	<b>EA</b>	Department of External Affairs
<b>c</b>	chapter (when used in a statute citation e.g. R.S.C. 1970 c. A-. . .)	<b>EAL</b>	Eldorado Aviation Limited
<b>CADC</b>	Crown Assets Disposal Corporation	<b>EDC</b>	Export Development Corporation
<b>CAL</b>	Canadian Arsenals Ltd.	<b>EDP</b>	electronic data processing
<b>CANDIDE</b>	Canadian Disaggregated Interdepartmental Economic model	<b>Educ</b>	education
<b>CANDU</b>	Canada Deuterium Uranium	<b>EEC</b>	European Economic Community
<b>CBC</b>	Canadian Broadcasting Corporation	<b>EMO</b>	Canada Emergency Measures Organization
<b>CCA</b>	Consumer and Corporate Affairs, Department of	<b>ENL</b>	Eldorado Nuclear Limited
<b>CCC</b>	Canadian Commercial Corporation	<b>Exec</b>	executive
<b>CDC</b>	Canadian Dairy Commission		
<b>CDIC</b>	Canada Deposit Insurance Corporation	<b>Fed</b>	federal
<b>Cdn</b>	Canadian	<b>FFMC</b>	Freshwater Fish Marketing Corporation
<b>CFDC</b>	Canadian Film Development Corporation	<b>Fin</b>	Finance/Financial/Department of Finance
<b>Class</b>	Classification	<b>FPSB</b>	Fisheries Prices Support Board
<b>CMAC</b>	Court Martial Appeal Court of Canada	<b>F.R.B.</b>	Fisheries Research Board
<b>CMHC</b>	Central Mortgage and Housing Corporation	<b>GATT</b>	General Agreements on Tariffs and Trade
		<b>Gen</b>	general
		<b>Govt</b>	government
		<b>Gp</b>	Group

**H of C** House of Commons  
**Hon** Honourable  
**HQ** headquarters

**IDRC** International Development Research Centre  
**IMF** International Monetary Fund  
**Ind** Independent (political affiliation)  
**Ind Lib.** Independent Liberal (political affiliation)  
**Info** information  
**INTELSAT** International Telecommunications Satellite  
**Int'l** international  
**ITC** Industry Trade and Commerce, Department of

**Ltd** limited

**M.B.C. Act** Migratory Birds Convention Act  
**MBO** Management By Objectives  
**Mgt** management  
**MOT** Ministry of Transport  
**MP** Member of Parliament  
**MPs** Members of Parliament  
**MRC** Medical Research Council  
**MSST** Ministry of State for Science and Technology  
**MUA** Ministry of State for Urban Affairs

**NAC** National Arts Centre  
**NASA** National Aeronautics and Space Administration  
**Nat** National  
**NATO** North Atlantic Treaty Organization  
**N.B.** province of New Brunswick  
**NCC** National Capital Commission  
**NCPC** Northern Canada Power Commission  
**NDP** New Democratic Party  
**NEB** National Energy Board  
**NEPE** National Emergency Planning Establishment  
**NFB** National Film Board  
**Nfld.** province of Newfoundland  
**NHA** National Housing Act  
**NLC** National Library of Canada  
**NMC** National Museums of Canada  
**NORAD** North American Air Defence Command  
**NRC** National Research Council  
**N.S.** province of Nova Scotia  
**N.W.T.** Northwest Territories

**OECD** Organization for Economic Co-operation and Development  
**OGC** Organization of the Government of Canada  
**OIC** Order-in-Council  
**Ont** province of Ontario  
**Op** operation/operational  
**Org** Organization

**PAC** Public Archives of Canada  
**P.C.** Privy Councillor  
**P.C.** Privy Council (when used after the words Order-in-Council)  
**PC** Progressive Conservative  
**PCO** Privy Council Office  
**P.E.I.** province of Prince Edward Island  
**Pers** personnel  
**PFRA** Prairie Farm Rehabilitation Administration  
**PMO** Prime Minister's Office  
**PPB** Planning, programming and budgeting  
**Prov** provincial  
**PSC** Public Service Commission  
**PSSRB** Public Service Staff Relations Board

**Q.C.** Queen's Counsel  
**Qué** province of Québec

**RCM** Royal Canadian Mint  
**RCMP** Royal Canadian Mounted Police  
**Reg** regional  
**Rep** representation  
**RSC** Revised Statutes of Canada  
**Rt. Hon.** Right Honourable

**SALT** Strategic Arms Limitation Talks  
**Sask.** province of Saskatchewan  
**SC** Statutes of Canada  
**SC** Social Credit (political affiliation)  
**SCC** Supreme Court of Canada  
**ScC** Science Council of Canada  
**Sec** Section  
**Secy** Secretary  
**Sen** Senate  
**SI/** Statutory Instrument when followed by a number  
**SOR** Statutory Order and Regulation  
**Sr** senior  
**Stat** statistics  
**Stats Can** Statistics Canada  
**Supt** superintendent

**TB** Treasury Board

**TBS** Treasury Board Secretariat

**UNCTAD** United Nations Conference on  
Trade & Development

**UNESCO** United Nations Educational  
Scientific and Cultural Organization

**WVA** War Veterans Administration

**WVAB** War Veterans Allowance Board

**Y.T.** Yukon Territory

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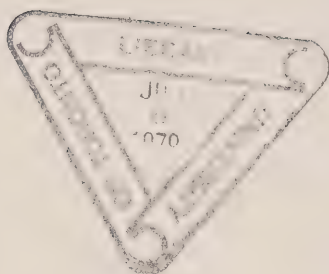
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# Organization of the Government of Canada 1978/79

TWELFTH EDITION

To Canadians trying to follow reports of government activity, the vast number of federal offices is often bewildering. Who, precisely, is responsible for what? What is the relationship between various agencies and commissions? And if the taxpayer has a grievance or a query, where does he direct it?

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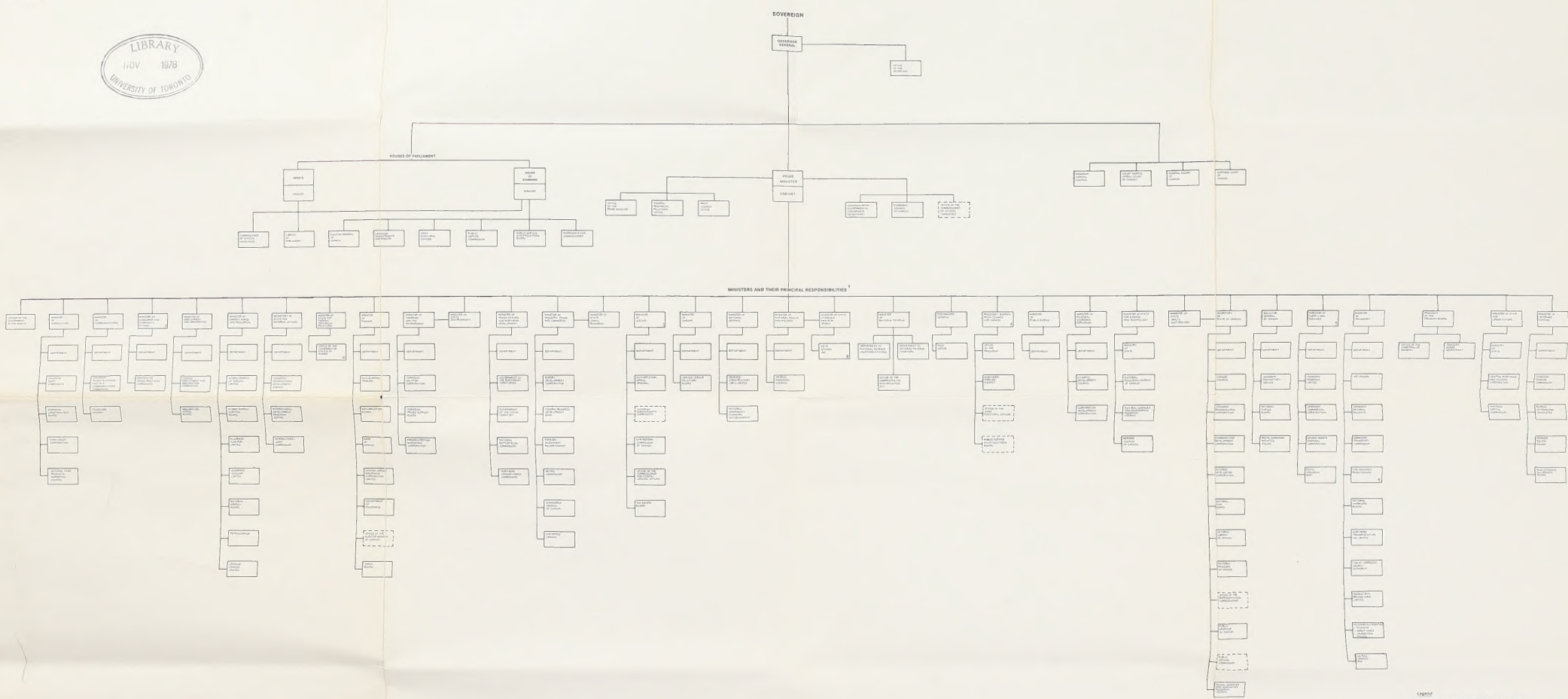
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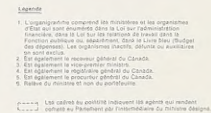


**Legend**

1. The chart includes government departments and agencies that are subject to the *Access to Information Act*, the *Privacy Act*, and the *Freedom of Information Act*.
2. It also includes the *Parliamentary Commissioner for the Environment*.
3. It also includes the *Parliamentary Commissioner for the Environment*.
4. It also includes the *Parliamentary Commissioner for the Environment*.
5. It also includes the *Parliamentary Commissioner for the Environment*.
6. It also includes the *Parliamentary Commissioner for the Environment*.

--- = Dashed lines indicate officials who report to Parliament, but not to the Minister.





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